

PRACTICAL GUIDE FOR AFGHAN REFUGEE WOMEN IN SPAIN

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I. GENERAL

Note: In this document, official websites of the Spanish Government or others are linked, which are currently only available in Spanish. In case they are not in your preferred language, we recommend using the "translate web pages" function of Google Translate. The steps are simple:

- a) Go to this link.
- b) Choose the language of the original page and the language you want to translate it to.
- c) Once you press the "Enter" key, you will be directed to the translated webpage.

However, please note that this function is not always available on all webpages.

Here's an example:



1. INTERNATIONAL PROTECTION APPLICATION

a. What is the right of asylum and the right to subsidiary protection?

The right to asylum is the legal and humanitarian principle that guarantees protection to people who are in danger in their country of origin due to persecution or serious threats. It refers to those who have fled for reasons such as violence, discrimination, war or armed conflict. It is based on the principle of non-refoulement, which states that no country may send a person back to a place where his or her life or freedom would be in danger.

The right of subsidiary protection, on the other hand, applies to persons who do not qualify as refugees, but still face a real risk of suffering serious harm if returned to their country of origin. It allows individuals to remain in the host country legally and receive rights and benefits similar to those of other resident individuals. However, the legal status may be different from that of recognized refugees, and there may be certain limitations in terms of access to specific services and rights.

b. Who can apply for the right of asylum or the right to subsidiary protection?

This chapter contains an overview of the process of applying for international protection in Spain. The term "international protection" encompasses both the right to asylum and subsidiary protection, however, the conditions for accessing these rights differ.

- i. What are the requirements to be eligible for asylum?
 - Be a non-EU foreigner;

- Have *Refugee status* due to acts that justify a well-founded fear of persecution or serious harm (see note below); and,
- Because of these fears, he/she is unable or unwilling to return to their country of nationality.

Refugee: You are considered to have Refugee status if you have fled the country due to war, violence or persecution and are unable to return home, for example, due to the risk of:

- Threats to life, liberty or security
- Violence, abuse or discrimination based on race, religion, nationality, political opinions, sexual orientation or gender identity.
- Sexual exploitation, genital mutilation, forced marriage, or violence by family members or other persons
- Forced conscription to participate in a war or conflict, or being forced to use arms
- Torture or inhumane treatment
- Having fled due to war, conflict or violence in the country of origin and being at risk if you return

ii. What are the requirements to be eligible for subsidiary protection?

- Be a non-EU foreigner.
- She/he does not qualify for asylum or refugee status.
- However, there are reasonable grounds to believe that there is a real risk of serious harm in the event of return to the country of nationality.

Regardless, all beneficiaries of international protection are protected from refoulement or expulsion and are entitled to certain rights (click [here](#) for details) as long as the circumstances for which protection was granted exist.

c. What is the process for applying for international protection?

Phase 1 - Submission of the Application

i. Where can I apply?

Outside Spanish territory:

- Border crossings (Ceuta and Melilla), ports, and airports.
- Detention Centers for Foreigners
- Diplomatic missions.

In Spanish territory:

- Office of Asylum and Refugee in Madrid.
- Any Foreigners Office.
- Authorized provincial or district police stations.

ii. How can I apply?¹

¹ For more information on how to apply click [here](#).

1. What is the deadline for submitting the application?

The interested person must submit the request within one (1) month from the entry into Spanish territory or from the occurrence of the facts that generate a well-founded fear of persecution or serious harm.

2. Can I be sanctioned for illegally entering Spanish territory?

No, as long as you are eligible for international protection.

Practical note: Most families arriving in Spain have a laissez-passer issued by an embassy in accordance with the corresponding Resolution, which allows them to travel to Spain to apply for international protection. Upon arrival in the country, at the airport police station, they present a "Manifestation of Will to Request International Protection". Since they lack economic resources, most of them are included in the International Protection Reception System of the Ministry of Inclusion.

The entity responsible for the reception, either the Ministry or an NGO, informs the recipient about her/his appointment at the police station and other appointments related to the processing of documentation. Persons applying for international protection will receive information from the NGO, usually through the assigned social worker, within the framework of the international protection reception system.

3. How can I apply?

(I) Appointment Request

To file and formalize an application for international protection, the applicant must do so in person, attending an interview with the social workers of the Ministry of Labor, Migration and Social Security, for which an appointment must be made through the means indicated for each province. This information can be obtained [here](#). Likewise, we recommend referring to the [UNHCR website](#), which maintains updated information in this regard, as it has been announced that since March 2023 there are ongoing changes regarding the way to obtain an appointment to apply for asylum in Spain.

It should be noted that requesting an appointment to apply for asylum does not mark the formal start of the international protection process nor does it establish the legal deadlines for receiving a response. The official procedure begins when you formally submit your asylum application through an interview.

The requested appointment will be registered by the Police and, depending on the place where it is requested, an appointment request voucher is sent to the applicant. Thereafter, the applicant cannot be sent back to the country of origin.

(II) Registration of the Asylum Application

During the first appointment with the Police, the applicant's intention to apply for international protection is noted and a document called "Manifestation of Willingness to apply for international protection" is provided.

This document does not mark the formal start of the application nor does it establish the legal deadlines, but it protects from being expelled from Spanish territory and allows the applicant to be identified by the authorities. The "Manifestation of Will" is

valid until the application is formalized by means of an interview, for which an appointment will be given at the same time.

(III) Formalization of the Application - Asylum interview

In this interview, the facts, data or allegations that support the claim of a well-founded fear of persecution or serious harm must be set forth in detail.

The above is included/transcribed and signed on an application form, which must be accompanied by:

- Passport or travel document (this document is retained by the corresponding authority during the entire international protection application process), or,
- Any other document that helps to prove the applicant's personal identity.

Once the interview is completed, you will be given a White Sheet ("Hoja Blanca"). This White Sheet ("Hoja Blanca") serves as proof of submission of the application and allows access to certain rights and benefits while the authorities decide whether or not to admit the application for processing (see [here](#) for detailed information).

4. What happens if I cannot come in person to submit the application?

You may exceptionally submit the application through a representative. This possibility is only allowed in case of physical or legal impossibility. Once the impossibility subsists, you must ratify the request.

5. What happens if I do not have the required identity documents at my disposal?

The lack of identity documents may hinder the process of identification and verification of the person's identity by the Spanish authorities. Therefore, in case the required identity documents are not available at the time of filing the application for international protection, it is important that the person explains the reasons for their unavailability and provides any other documentation that may be useful to verify their identity, such as birth certificates, old passports or any other document in their possession.

In case the Spanish authorities have doubts about the person's identity, they can carry out the necessary verifications to check his or her identity, such as personal interviews, fingerprinting, DNA testing or other measures.

iii. Can third parties be present in the process?

Assistance from legal representative/specialized NGOs

In the process of applying for international protection, the applicant may be accompanied by his or her legal representative, but this is not a mandatory requirement. The applicant has the right to have a legal representative, who may be a lawyer specialized in asylum and international protection, or a non-governmental organization (NGO) specialized in legal assistance to persons seeking protection. Refer to [this link](#) for more information on how to access legal assistance.

Translator

In the process of applying for international protection, the applicant is entitled to the assistance of an interpreter if he/she is not fluent in Spanish or if he/she has difficulty communicating in Spanish. The State has the responsibility to ensure the presence of an interpreter during interviews and hearings related to the international protection process. The applicant has the option of providing his or her own translator or interpreter, as long as he or she meets the requirements of competence and neutrality established by the competent authorities.

iv. What rights do I have when I apply?

- Suspension of any return, expulsion or extradition process, pending a decision on the application for international protection.
- Free legal assistance.
- Assistance by an interpreter in a language you understand.
- Personal identification documentation (see [this](#) section).
- Health care (if needed) and receive health benefits.
- To have the request for international protection communicated to the United Nations High Commissioner for Refugees (UNHCR) in Spain. This implies that UNHCR can then provide advice and assistance to the asylum seeker, including the assessment of his or her case and the possible recommendation of additional protection measures.
- Know the status of the file at any stage.
- If they lack financial resources, they are entitled to specific social benefits provided by law to ensure that their basic needs are met in conditions of dignity. For example, they will be able to access reception/integration programs (click [here](#)).

v. What are my obligations during this phase of the application?

- Cooperate with the Spanish authorities: Tell the truth, present the available identity documents or justify the lack of documentation and explain in detail the reasons for the request for international protection.
- Submit, as soon as possible, all those elements that, together with their own statement, contribute to substantiate their application. They may submit any available documentation on their age, background, including that of related relatives, identity, nationality or nationalities, places of previous residence, previous applications for international protection, travel itineraries, travel documents and reasons for seeking protection.
- Respect the laws of the country.
- Report or appear before the authorities when required in connection with the application, renewal of documents, among others.
- Report any change of address as this is crucial for receiving communications regarding the application for international protection. Failure to report such a change may result in the application being closed.
- To provide fingerprints, to allow themselves to be photographed and, if necessary, to consent to the recording of their statements, provided that they have been previously informed of the latter.
- Keeping scheduled appointments.

vi. Can I work during this phase?

No. This phase lasts approximately one (1) month (if the application is made in Spanish territory) or four (4) days (if applied for at border posts).

However, the work permit is acquired after residing in Spain for six (6) months.

Phase 2 - Admission for processing of the application

- i. On what grounds can my application be denied?
 - If you do not qualify for asylum or subsidiary protection (see [this](#) section).
 - If you have already filed an application in another EU country.
 - If you are simply reiterating a previous request.
- ii. When will I know if my application is accepted or not?

Application in Spanish territory:

The authorities have a period of one (1) month to decide and communicate whether the application is admitted for processing.

They will also have to communicate if the emergency procedure is applicable (see [this](#) section). In this situation, the processing time is reduced by half.

What can I do if my application is denied?

It is possible to appeal before the Court against a decision that does not admit the application for international protection. In this case, we recommend that you seek the advice of a lawyer (during all phases of the process, you are entitled to free legal assistance).

Application at a border post:

When you apply for international protection from a border crossing point, you must stay there until your application is accepted.

For the above reason, the procedure is more expeditious. The authorities have four (4) days to decide. If the decision is favorable, you will be able to enter Spain.

Also, at this time, they must communicate whether the emergency procedure (in the case of minors) is applicable. In this situation, the processing time is reduced by half.

What can I do if my application is denied?

If the application is not admitted for processing, you have the option to file an appeal for "reexamination" within two (2) days from the date of the decision of the inadmissibility of the application. The authority will have two (2) days to resolve the reexamination appeal. If the decision is still unfavorable, you must leave Spanish territory.

Likewise, after an unfavorable "reexamination" appeal, you have the option of appealing to a Court or Tribunal. In this case, we recommend that you seek the advice of a lawyer (during all phases of the process, you will have the right to be assisted free of charge by a lawyer).

Note: In case you apply for international protection from a Detention Center for Foreigners (CIE), you will also have the possibility to file an appeal for reexamination and appeal to a Court or Tribunal in case of a negative decision.

iii. What happens when my application is accepted?

When the application is admitted for processing, the authorities proceed to examine the file in depth.

From this moment on, the Red Card ("Tarjeta Roja") is issued, which will serve as an identity document and will allow access to different procedures (see [this](#) section for more details).

Note: Due to the high volume of applications, the Police have issued a note indicating that the validity of the White Sheet ("Hoja Blanca"), which is ordinarily six (6) months, will be extended to nine (9) months in case the authorities do not decide within that period. In addition, as of the sixth month (when the work permit is acquired), the White Sheet ("Hoja Blanca") will serve as proof of said work permit (see [this](#) section for more details).

During this phase, you may be called for another interview if additional information is required or confirmed.

iv. Can I work during this phase?

Yes, but after having resided six (6) months in Spain. The date of filing the application for international protection will be taken into account as proof of when the time of residence begins to count.

Taking into account that the administration has a period of one (1) month to decide whether or not to admit the application and six (6) additional months to decide whether to grant you international protection, at the end of this phase you will be able to work. In this case, the Red Card ("Tarjeta Roja") that is issued to you once the file is admitted for processing will serve as proof of work authorization. If the authorities delay the admission process, the White Sheet ("Hoja Blanca") will serve the function of the Red Card, as long as the six (6) months of residence have elapsed.

v. Within what period of time will a decision be made regarding the application?

To decide on the application, the authorities have a period of six (6) months under the ordinary procedure and three (3) months under the emergency procedure (click [here](#) for more information). In case of delay, the authorities must inform you of the reasons.

If the decision is favorable, international protection will be granted.

vi. Which cases are handled under the emergency procedure?

Cases governed by the emergency procedure include:

- Applications admitted for processing that have been requested at border posts or Detention Centers for Foreigners
- When applicants present specific needs that appear to be manifestly well-founded, especially in the case of unaccompanied minors.

In these cases, the steps of the procedure remain the same. However, the deadlines are reduced by half.

vii. On what grounds can my application for international protection be rejected?

1. Grounds for exclusion from refugee status:

- If the applicant has taken up residence in another country and acquires the rights and obligations inherent to nationals of that country.
- If there's good cause to believe that the person has committed:
 - Crime against peace, war or humanity.
 - Serious crime outside Spain, prior to being admitted as a refugee².
 - Guilty of acts contrary to the purposes of the United Nations³.

2. Grounds for denial of the application:

- There is good reason to believe that the person poses a danger to the security of Spain.
- The person constitutes a threat to the community (based on a felony conviction).
- That the applicant presents exclusively issues not related to the requirements for subsidiary protection to be recognized (see above).
- If the applicant comes from and possesses the nationality of a safe country of origin.
- If the applicant, being stateless, is resident in a safe country.
- Whether the applicant meets any of the criteria for exclusion from refugee status (see above).
- If the applicant makes incoherent, contradictory, implausible or insufficient allegations, or contradicts sufficiently verified information about his country of origin, or habitual residence if he/she is stateless, in a manner that clearly shows that his/her application is unfounded.

viii. What happens if I am denied international protection?

If the application is rejected, you must leave Spanish territory.

Alternatives:

If your application is rejected, you have the following possibilities, depending on your personal situation:

- *File an appeal before the competent court (Audiencia Nacional).*
In this case, we recommend that you seek the advice of a lawyer (during all phases of the process, you are entitled to be assisted by a lawyer free of charge).
- *Request a review of the application if new evidence comes to light.*
This is done in accordance with the provisions of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations. We recommend that you seek the advice of a lawyer, to whom you will have access free of charge.

² Serious crimes are those under the Spanish Criminal Code and that affect life, liberty, sexual indemnity or freedom, the integrity of persons or property, provided that they were committed with force against things, or violence or intimidation against persons, as well as organized crime.

³ These purposes are contained in the Preamble and Articles 1 and 2 of the Charter of the United Nations.

- *Apply for residence for humanitarian reasons.*

There is the possibility of applying for a residence authorization for humanitarian reasons. This is based on the existence of exceptional circumstances that justify the granting of a residence permit, such as a war or armed conflict in the country of origin that endangers the person's life.

To find more information about the specific requirements, procedures, among others, click on this [link](#).

- *Apply for Labor Ties Residency ("Arraigo Laboral")*

This allows a worker who is in an irregular situation in Spain to obtain a residence and work authorization. It is possible to apply for labor ties residency when the person has been in Spain for at least *two (2) years continuously*.

Within this two (2) year period it is necessary that the person has worked *at least six (6) months*. In addition, it is essential that the employment relationship has had a certain importance. That is to say, it must be proven that 1) the person has worked as an employee with a contract or contracts that involve a work activity of thirty (30) hours per week or fifteen (15) hours per week in a period of twelve (12) months, or 2) the person has worked as a self-employed person for six (6) months continuously.

To find more information on labor ties residency click on this [link](#).

ix. Can I leave Spanish territory/travel during the international protection application process?

In general, if you are an asylum seeker in Spain, it is not recommended that you leave Spanish territory while your application for international protection is being processed.

Even when requesting international protection in Spain, the authorities retain your passport. Neither the White Sheet ("Hoja Blanca"), the Red Card ("Tarjeta Roja") or the TIE ("Tarjeta de Identidad de Extranjero") will be valid documents to leave the country.

Exceptionally, you may apply for a travel authorization or travel document if you need to leave before your application for international protection is resolved. For more information on how to obtain such a travel document, click [here](#).

Phase 3 - Granting of the application for international protection

- i. What are the effects of granting international protection?

The protection granted with international protection implies the non-refoulement or expulsion of the persons to whom it has been granted, as well as the adoption of the measures contemplated in Spanish and European Union regulations and in the international conventions ratified by Spain while the circumstances by virtue of which the right to asylum or subsidiary protection is granted subsist.

1. What rights are obtained?

- To be documented by means of the TIE (refer to [this](#) section).

- If you do not have a passport, you are entitled to obtain a travel document.
- Permanent residence and work authorization.
- Free access under the same conditions as Spaniards: legal assistance, interpreter and access to public education, social security, rights recognized by the legislation applicable to victims of gender violence, social security, among others.
- Health care.
- Housing assistance and access to time-limited social assistance to guarantee basic needs in the event of insufficient financial resources.
- Access to public employment services.
- Access, under the same conditions as Spaniards, to continuing or occupational training and internships, as well as to procedures for the recognition of diplomas and academic and professional certificates and other proof of official qualifications issued abroad.
- Freedom of movement.
- Access to general or specific integration programs that may be established.
- Access to voluntary return assistance programs that may be established.
- The maintenance of the family unit.
- Access to support programs that may be established for this purpose.
- To apply for Spanish nationality after five (5) years (more expeditious regime).

2. If I have social or economic difficulties, can I obtain supplementary benefits?

In case of social or economic hardship, persons granted international protection status may benefit from additional services related to access to employment, housing and general educational services, as well as specialized interpretation and translation services, permanent assistance for the elderly and disabled, and emergency financial assistance.

ii. Can my grant of international protection be taken away?

Yes. The granting of international protection may cease or may be revoked for various reasons that will be explained in this section.

1. Cessation of the granting of international protection

Causes:

- If expressly requested.
- If you voluntarily rejoin the protection of your country of nationality.
- If you voluntarily regain your nationality (being previously stateless).
- If you acquire a new nationality and enjoy the protection of that country.
- If you voluntarily reestablish yourself in the country you had left or outside of which you had remained for fear of persecution.
- If you leave Spain and take up residence in another country.
- If the circumstances on which the refugee status was based disappear.

Effects:

It terminates the enjoyment of all rights inherent to the status of refugee.

However, the cessation of the refugee status will not prevent the continuation of residence in Spain in accordance with the current regulations on foreigners and immigration, when the person concerned provides reasonable justification for remaining in Spain. For these purposes, the period of time that the interested persons have legally resided in our country will be taken into account.

For example, depending on the specific reason for cessation, some of the alternatives available to you to continue your residence in Spain include, among others, the possibility of applying for labor ties residency, employment contract, studies, among others.

Guarantees during the termination procedure:

- Be informed in writing and with reasons that asylum/protection is being considered.
- That it be granted a hearing for the formulation of allegations.
- The competent authority should be able to obtain accurate and up-to-date information from various sources, such as, where appropriate, the UNHCR, on the general situation of the country of origin of the person concerned.
- When collecting information on the specific case for the purpose of reconsidering refugee status: (1) such information cannot be obtained by those responsible for the persecution; and, (2) the physical integrity, liberty or security of the person concerned and his or her dependents cannot be endangered.

Deadline

- The notification of the resolution shall be six (6) months from the date of filing of the application by the interested party or from the date of notification of the agreement to initiate the cessation procedure.
- At the end of this period, and taking into account any applicable suspensions or extensions, the file shall be considered to have expired, and shall be filed ex officio.

2. Revocation of international protection

Causes:

- If there is any case of exclusion or denial (see [this](#) section).
- The beneficiary misrepresents or omits facts, including the use of false documents, which are decisive for the granting of refugee or subsidiary protection status.

Effects:

- Cessation of the enjoyment of all rights inherent to the status of refugee or person benefiting from subsidiary protection.
- It entails the immediate application of the regulations in force regarding foreigners and immigration, and, when appropriate, the processing of the corresponding administrative sanctioning file for the expulsion of the person concerned from the national territory.

Note: No revocation or possible subsequent expulsion may result in the sending of the persons concerned to a country where there is danger to their life or freedom or where they would be exposed to torture or inhuman or degrading treatment or, as the case may be, where there is no effective protection against refoulement to the persecuting or risk country.

Guarantees during the revocation procedure:

- Be informed in writing and with reasons that asylum/protection is being considered.
- That it be granted a hearing for the formulation of allegations.
- The competent authority should be able to obtain accurate and up-to-date information from various sources, such as, where appropriate, the UNHCR, on the general situation in the countries of origin of the persons concerned.
- When collecting information on the specific case for the purpose of reconsidering refugee status: (1) such information cannot be obtained by those responsible for the persecution; and, (2) the physical integrity, liberty or security of the person concerned and his or her dependents cannot be endangered.

Deadline

- The period for notification of the decision shall be six (6) months from the date of submission of the application by the interested party or from the date of notification of the resolution to initiate the revocation procedure.
- At the end of said term, and taking into account any applicable suspensions or extensions, the file shall be considered to have expired, and shall be filed ex officio.

2. ACCESS TO THE INTERNATIONAL PROTECTION RECEPTION SYSTEM (Integration Programs) ⁴

a. What are Integration Programs?

In Spain there is a program of assistance and support for the integration of asylum seekers who do not have sufficient economic resources to meet their needs and those of their families. This program is managed by the Ministry of Inclusion, in collaboration with specialized NGOs (e.g., Red Cross, CEAR ACCEM, CEPAIM, Pro-Vivienda, Andalucía Acoge, Rescate Internacional, MPDL, among others).

During this period, accommodation is offered anywhere in Spain where vacancies are available. In addition, social and psychological support, training assistance and language classes are provided, as well as support in the search for employment.

⁴ Royal Decree 220/2022, of March 29, which approves the regulations governing the reception system for international protection.

The allocation of places is made by the Ministry of Inclusion, taking into account the personal circumstances of each applicant. However, it is important to note that the place of residence cannot be chosen, as this depends on the availability of places in the shelters.

If you wish to access the System, you should contact the organization in charge of the integration programs in the province where you are located. Some examples of organizations responsible for initial reception are CEAR, ACCEM and Red Cross.

Practical note: Women supported by Netwomening are welcomed into the Reception System from the moment they arrive in Spain. The NGOs that operate within this system are in charge of receiving them upon their arrival in the country.

b. What are the eligibility criteria for participation in the Reception System ("System")?

i. Target people

- Applicants for international protection in Spain.
- Those who have been granted international protection and are participating in the Itinerary of the System may continue to benefit from all or some of the programs/benefits when special circumstances require it.⁵
- Those who have been granted international protection before arriving in Spain under resettlement, family reunification (with or without extension of the international protection) or other special programs.
- Persons whose application for international protection has been rejected because another State of the European Union has accepted responsibility for examining their application may participate in the System until their transfer to the other State becomes effective.
- Beneficiaries of temporary protection in the event of a massive influx of displaced persons.

ii. General and specific requirements

General requirements to access the system

- Not be a national of the European Union or countries associated with EU Regulation No. 604/2013 (Iceland, Norway, Liechtenstein and Switzerland).

Exception: Minors with nationality of any country of the European Union with one of the parents within the System and those legally incapacitated with respect to their guardians (the parent or guardian may be recipients of the actions that benefit).

⁵ Art. 36.3 of Law 12/2009, of October 30, 2009, regulating the right to asylum and subsidiary protection.

- Not having international protection in any other country of the European Union or associated countries.
- Not being an unaccompanied minor (MENA). The Autonomous Communities are responsible for the reception of these minors.
- Not having stayed (regardless of legal status), more than two years, continuous or not, in any other country of the European Union or associated countries.

Exception: Exemption for ex-MENAS within six (6) months of reaching the age of majority.

- Lack sufficient resources to meet their needs and those of their family unit (click here to see [Note #1 below](#)).
- Not to have caused compulsory disenrollment from all of the System's reception activities.

Requirements for access to the material conditions

- Not having been a recipient of the System's benefits for the maximum period of receipt (see [this section](#)).
- The person cannot abandon or renounce to follow the proposed itinerary without the approval or authorization of the System.
- Not having abandoned a place in the Temporary Immigrant Reception Centers of Ceuta or Melilla without authorization to move to the peninsula.
- Not to have caused mandatory cancellation of the material reception conditions of the System or of another resource financed by the General Directorate of Humanitarian Attention and Social Inclusion of Immigration (DGAHISI).
- Not having submitted previous applications for international protection that have been rejected or rejected in Spain or in other partner countries.
- Not to be receiving Rentas Mínimas de Inserción (RMI) or similar benefits from other administrations.

Eligibility requirements for room and board subsidies (preliminary phase)

- Comply with the general requirements and the requirements for access to the material conditions.
- Not having been a beneficiary of housing and maintenance assistance in a center of the System or a beneficiary of rent and basic needs assistance of the System.

- Not having resided in Spain for more than six (6) months, unless they are in a humanitarian care facility and request international protection during their stay in said facility, and are referred to a first reception resource.

Note: These additional requirements to the general ones and to access the material conditions, may be exempted in cases where the beneficiaries are in a situation of special vulnerability, as assessed by the Social Work Unit (UTS) of the General Sub-Directorate of International Protection Programs (click here to see [Note #2](#)).

NOTE #1 - Lack of financial means: when the recipient has a monthly income that does not exceed the individual monthly amount of the guaranteed income provided for in Law 19/2021, of December 20, establishing the Minimum Living Income (see [this](#) section for more information on this topic). For these purposes, assets, income from employment, as well as any type of social assistance will be computable.

How is the lack of sufficient resources accredited? By submitting a responsible statement certifying that they lack financial means or, where appropriate, the documentation that proves it at the request of the entity.

NOTE #2 - Assessment of the needs of people in vulnerable situations:

It is important to assess the needs of vulnerable people who remain in the System. The assessment will be made according to criteria established by the State Secretariat for Migration, using indicators such as age, gender, disability, gender identity, sexual orientation, family status, ethnicity and nationality, as well as other factors that may indicate a situation of extreme vulnerability and therefore require special support. Trained professionals will be in charge of carrying out this assessment.

c. What does the reception/integration itinerary consist of?

The reception programs are divided into phases according to the degree of autonomy that the recipients of the System acquire. The different phases usually take place in the same province.

Phase	Objective / Benefits
Initial Assessment and Referral Phase	<p>Assess the profile and needs of the applicants in order to refer them to the most appropriate resource.</p> <p>This phase has a maximum duration of thirty (30) calendar days. These days are not counted for the calculation of the duration of the itinerary of phases 1 and 2 (see below the section on the duration of the program).</p>
Reception Phase	<p>Basic needs are covered as soon as they arrive in Spain. Beneficiaries will receive help to acquire basic skills to lead an independent life.</p> <p>Accommodation, food, social and psychological care, language training, training, interpretation and translation, and legal assistance are provided.</p> <p>In principle, this phase has a maximum duration of six (6) months, which is the time limit for the authorities to decide on international protection. However, in order to avoid prejudicing the beneficiaries by the usual delays in the deliberation of applications for international protection, it <u>has been provided</u> that this phase is extended until international protection is granted. In other words, they will not be able to proceed to the second phase until international protection has been granted.</p>
Autonomy Phase	<p>This phase is aimed at enabling the beneficiaries to acquire autonomy and independence.</p> <p>Basic needs continue to be ensured, making certain resources available to the beneficiaries,</p>

	especially financial aid, intensive language training and access to employability and training programs.
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d. How long does the program last and can it be extended?

The Asylum Law establishes that if after six (6) months the resolution of the application for international protection has not been notified, it will be considered that the application has been rejected and, therefore, the administration is not obliged to accept the stay in the System.

However, in order to support the most vulnerable cases and promote the process of autonomy of applicants for international protection whose applications have not been resolved during those six (6) months, they have established that the total time of the itinerary is eighteen (18) months, extendable to twenty-four (24) months for particularly vulnerable persons.

Likewise, as of April 1, 2021, the persons assisted in the Reception System for applicants and beneficiaries of international protection may only be referred to the 2nd phase of the System (Phase of preparation for autonomy), if they have been granted international protection.

Exceptions:

- Itinerary of labor insertion: The maximum time for the employment action is thirty (30) months from the beginning of the itinerary or from the first action (in case of not participating in the itinerary by phases).
- Psychological care, legal assistance and interpretation and translation may be accessed at any time and will be maintained until notification of the resolution of international protection is received and the above-mentioned requirements for participation in the System continue to be met.

If I interrupt my participation in the program, can I resume it?

If the recipient interrupts the itinerary, as long as she/he continues to comply with the general and particular requirements mentioned above, she/he may resume the itinerary for the remaining time.

e. For what reasons might reception conditions be reduced or withdrawn?

- If it is proven that the applicant has sufficient means, in accordance with current regulations, to cover the costs inherent to the services and benefits reserved for persons lacking economic resources. In this case, such assistance will be terminated and a claim for reimbursement will be made.
- The applicant leaves the assigned place of residence without informing the competent authority or, if requested, without permission.

- When the applicant has access to financial resources and can meet all or part of the costs of the reception conditions or when he/she has concealed his/her financial resources and, therefore, unduly benefits from the established reception benefits.
- When a decision on the application for international protection has been issued and notified to the person concerned, unless special circumstances so require.
- When by action or omission the rights of other residents or of the staff in charge of the centers where they are housed are violated or coexistence therein is seriously hindered, in accordance with the provisions of the internal rules of the same.
- When the period of the authorized program or benefit has ended.

II. FAMILY UNIFICATION

Family unification is a right recognized in Spanish legislation and in European regulations on foreigners, and its objective is to protect and guarantee the right to family life of foreigners residing in Spain.

The Spanish Immigration Law establishes the right of foreigners legally residing in Spain to reunite their family members, but in order to do so they must prove compliance with a series of requirements, both on the part of the legal resident in Spain, who wants to bring his/her family to live with him/her (the applicant), and on the part of the foreign family members who come to Spain to live with the applicant (the reunited).

Within the framework of international protection, in Spain there are two ways to apply for family unification: (a) by extension of international protection; and (b) reunification without extension of international protection.

1. FAMILY UNIFICATION BY EXTENSION OF INTERNATIONAL PROTECTION

a. What does it consist of?

This figure allows those who have been granted international protection (regrouper) to apply for international protection and family unification in Spain for family members (regrouped) who have the same nationality as the regrouper.

b. Who is eligible to be regrouped?

- *Father, mother, father-in-law and mother-in-law and their minor descendants* (if applicable). In this case they must be over sixty-five (65) years of age, prove dependency and that they have the same nationality as the applicant. Exceptionally, they may be under sixty-five (65) years of age, provided that there are humanitarian reasons and they meet all other requirements.

- *The spouse or analogous partner of the same nationality.*

In the case of remarriage, the dissolution and the situation of the former spouse or partner and his or her relatives in terms of the common housing, the pension to the spouse or partner and the children must be accredited.

Couple analogous to the conjugal one:

- When the couple is registered in a public registry and the registration has not been canceled.
- When by any means of proof admitted in law, it is proven the validity of an unregistered relationship, constituted prior to the beginning of the residence of the person regrouping in Spain.

Exceptions:

- Divorce, legal or "in fact" separation.
- If they have different nationalities.
- If it has been proven that the applicant has suffered or had fears of persecution based on gender violence by the partner.
- In no case more than one (1) spouse or partners are regrouped.

- *Children of the applicant and those of the spouse or partner, who are minors and of the same nationality.*

Includes adopted children (provided that the adoption produces effects in Spain), children under 18 years of age or disabled children who are objectively incapable of providing for their own needs due to their state of health.

If the child is the child of one of the spouses or partners, the latter must have sole parental authority or must have been granted custody of the child and be effectively in charge of the child.

- *The adult person who is responsible for a beneficiary of international protection, provided that such beneficiary is an unmarried minor.*
- *Exceptionally, family reunification may be granted to other members of the applicant's family, provided that the person's dependency and previous cohabitation in the country of origin are proven.*

The family relationships of ascendants and descendants must be established by means of the necessary scientific tests, in cases where such kinship relationships cannot be established without doubt.

c. Application for family reunification by extension of the international protection

The application for family unification by extension of international protection can be requested either while the main application is being processed or after the international protection of the applicant has been granted. Likewise, it may be the case that the family members are in Spanish territory at the time of filing the application for family reunification by extension.

Classification according to phase	Status of family members	Explanation

<p>During the processing of the main application</p>	<p>Family members are outside Spanish territory</p>	<p>How to apply?</p> <p>At the time the applicant is filing his or her own application for international protection, he or she shall designate the persons who are dependent on him or her or form part of his or her nuclear family, indicating whether he or she is requesting asylum by extension for them.</p> <p>If the extension is approved, the family members will be informed of their transfer to Spain through the Consulate or Embassy of Afghanistan or those nearby in operation (e.g. Pakistan).</p> <p>Does the granting of extension of international protection to my family depend on the resolution of my own application for international protection?</p> <p>Yes. If it's a family member that is applying for international protection and, in turn, their application has a ground for refusal or exclusion (and therefore is not granted international protection), the extension of the international protection to the family members will not be approved either.</p>
	<p>Family members are located within Spanish territory</p>	<p>How is the application procedure?</p> <p>At the time the applicant is filing his or her own application for international protection, he or she shall designate the persons who are dependent on him or her or form part of his or her nuclear family, indicating whether he or she is requesting the extension of the international protection for them.</p> <p>In this case, family members who are in Spanish territory must appear in person along with the applicant, also providing their personal documentation.</p> <p>Will my family members have permission to reside in Spain during this process?</p> <p>In the case of family members present in Spanish territory at the time of filing the application and who do not already have an independent application for international protection, they will be authorized provisional residence, in principle, conditional on the decision of the main application.</p> <p>On the other hand, if the family members have an independent application for international protection, the provisional residence authorization will not depend on the decision of the main application, since the provisional authorization will be derived from the independent application itself.</p> <p>Does the granting of extension of international protection to my family depend on the resolution of my own application for international protection?</p> <p>If the principal applicant for international protection is rejected on grounds of refusal or exclusion, family members who are present in Spain and who have been included in the application for family extension may have the possibility of being accepted for protection, as they may have their own merits that justify their protection.</p>
<p>Following the granting of international protection</p>	<p>Family members are outside Spanish territory</p>	<p>How is the application procedure?</p> <p>The process is carried out through a double step:</p> <ul style="list-style-type: none"> • The holder of the concession (applicant) must file the extension request at the Subdirección General de Protección Internacional. <p>In case the person is outside Madrid, the application must be submitted at the post office and must be addressed to the Subdirección General de</p>

	<p>Protección Internacional, Dirección General de Política Interior, Ministerio del Interior</p> <p>You can download the family extension application form by clicking here and for more information on the documentation to be provided click here.</p> <ul style="list-style-type: none"> • Family members (regrouping) must present themselves at the Spanish Consular Office or Embassy. <p>Does the granting of extension of international protection to my family depend on my own status as a holder of international protection? If the principal applicant is stripped of international protection status, he/she will no longer have the right to family unification, nor the authorization to reside in Spain, so, in principle, he/she will have to leave Spain.</p>
	<p>Family members are located within Spanish territory</p> <p>How is the application procedure? The family member must file a separate application for his or her own international protection. In the application form, the family member must make the caveat that he/she has a family member in Spanish territory who has already been granted international protection.</p> <p>Does the granting of extension of international protection to my family depend on my own status as a holder of international protection? The denial or exclusion of the principal applicant would not necessarily extend to his or her family members already present in Spain.</p> <p>Can you revoke or terminate the extension of international protection for my family members if my status ceases or is revoked? If the international protection of the family member who applied for the extension is revoked or ceases, family members who are present in Spain and who have been included in the application for family extension may have the possibility of being accepted for protection, as they may have their own merits that justify their protection.</p>

In all cases, the Office of Asylum and Refugee will process the family extension applications submitted. Once the applications have been processed, the Office of Asylum and Refugee will proceed— after study by the Interministerial Commission— to submit the proposed resolution to the Minister of the Interior, who will make a decision.

- i. **What requirements must be met for family reunification to be granted?**
In the case of refugees or beneficiaries of subsidiary protection, as well as beneficiaries of family reunification, the requirements established in the current regulations on foreigners and immigration (Art. 41.2, Law 12/2009) will not be required.

These requirements are developed in articles 54 and 55 of Royal Decree 557/2011: The applicant for reunification must prove that he/she has adequate housing and sufficient economic resources to cover his/her own and his/her family's needs once the reunification has taken place.

In this sense, applicants or beneficiaries of international protection who apply for family reunification will not be subject to any of these conditions. The objective is to facilitate protection and support to those who need it, not requiring them to comply with requirements that might be difficult to meet in their particular circumstances.

ii. What documentation must be provided?

The application shall be accompanied by any documentation proving the identity, kinship and dependency relationship and previous cohabitation, if applicable, of the family members for whom the family extension or reunification is requested, such as, for example:

- Copies of passports.
- Marriage certificates.
- Birth certificates.
- Proof of economic dependence, such as bank transfers or other.
- Proof of dependency (in cases of request for extension of the international protection to ascendants, adult descendants and other relatives). Economic dependency is understood in a broad sense, including medical, emotional or any other kind of dependency.
- Proof of previous cohabitation in the country of origin in the case of siblings or other relatives.
- Among others.

iii. What rights will the beneficiaries of the extension of international protection have?

The same rights enjoyed by the holder of international protection (see [this](#) section).

d. Family Extension in case of humanitarian reasons: is it possible?

There is a particular case in which an applicant is denied international protection, but receives a residence permit on humanitarian grounds and subsequently has children.

What about the children, can benefits of the humanitarian residency be extended to them? Yes, the process is quite simple. The person must simply fill out the form shown below, and send it telematically if he/she has a Digital Certificate, or deliver it in person to the Public Registry.

2. FAMILY REUNIFICATION WITHOUT EXTENSION OF INTERNATIONAL PROTECTION

a. What does it consist of?

This is the procedure to be followed when a person with international protection (applicant) wants to apply for family reunification in Spain, but his/her family members (reunited) *do not have the same nationality as the applicant.*

Refugees and beneficiaries of subsidiary protection may choose to regroup their family members, even if they are already in Spain, without requesting the extension of international protection to said family members.

b. Who is eligible?

The same family members listed above are eligible in the case of the family extension (refer to [this](#) section), provided that they are of a different nationality than the applicant family member.

c. What requirements must be met for family reunification to be granted?

In the case of refugees or beneficiaries of subsidiary protection, as well as beneficiaries of family reunification, the requirements established in the current regulations on foreigners and immigration (Art. 41.2, Law 12/2009) will not be required.

These requirements are developed in articles 54 and 55 of Royal Decree 557/2011: The applicant for reunification must prove that he/she has adequate housing and sufficient economic resources to cover his/her own and his/her family's needs once the reunification has taken place.

In this sense, applicants or beneficiaries of international protection who apply for family reunification will not be subject to any of these conditions. The objective is to facilitate protection and support to those who need it, not requiring them to comply with requirements that might be difficult to meet in their particular circumstances.

d. Can the reunited person exercise the right of family reunification in favor of other family members?

No. However, there are some exceptions provided for in the law depending on the particular situation of each case, such as, for example, the reunification of unaccompanied minors or dependent family members with disabilities. In these cases, the situation is assessed individually and protection and family reunification measures may be granted within the framework of the immigration regulations.

Additionally, if after residing in Spain for a certain period of time, they obtain long-term resident status or if they apply for international protection themselves, they will have the option of applying for reunification under either the general regime or the international protection extension procedure, respectively.

e. What is the procedure and how long does it take?

The applicant must submit an application for a residence permit for each family member she/he wishes to reunify.

i. Place of submission of the application

This application may be submitted at the Office of Asylum and Refugee, at any Foreigners Office or at authorized Police Stations. Spanish diplomatic missions and consular offices abroad can also be used to request reunification in case of diplomatic asylum.

It is important to remember that the request for reunification can be made together with the asylum application or after having obtained it.

ii. Documents to be provided

You must provide proof of the family relationship. Refer to section II.1.c.ii of the Family Reunification topic for detailed information.

iii. **Deadline for the resolution of the application**

The deadline for notifying the decision on the family reunification application is reduced to half of the ordinary deadline for reunification applications under the ordinary regime, which is three (3) months. Therefore, in this case, the authorities will have one month and a half (1 ½) to decide (Twelfth Additional Provision of Royal Decree 557/2011).

In the event that the resolution is not received within the established period or there is administrative silence, the applicant has the following options:

- Contact the responsible administration to check the status of your application and request information on the reasons for the delay or administrative silence. It may be useful to have records of communications attempts.
- The applicant may file an appeal before the same administrative authority that issued the resolution. This appeal seeks to challenge the lack of response or delay in the resolution of the application and request an immediate resolution.
- The applicant may file a contentious-administrative appeal before the competent courts in the event that the appeal is not effective or no response is received. By means of this appeal, the applicant may challenge the decisions or inaction of the administration and seek a judicial resolution.

If the applicant needs additional guidance, it is advisable to seek legal advice from a lawyer. A lawyer can provide assistance in evaluating legal options and filing appropriate appeals.

iv. **Application for a visa by the person who is being reunited**

In the event that family reunification is granted, the family member to be reunited has two (2) months from the notification of the favorable decision, to personally apply for the visa at the diplomatic mission or consular office in whose demarcation he/she resides (in the case of minors, the visa application must be submitted by their duly accredited representative).

Note: Visa applications have been transferred to the Spanish Embassy in Pakistan.

v. **Transfer to Spain**

Once the visa is received, the applicant must enter Spanish territory within the period of validity of the visa, which is a maximum of three (3) months.

vi. **Once in Spanish territory**

Within two (2) months of your entry into Spain, you must apply, in person, (in the case of minors, the representative, accompanied by the minor) for the Foreigner's Identity Card at the Foreigners' Office or Police Station in the province where the authorization has been processed (refer to [this](#) section for more details).

The family reunification procedure generally takes about six (6) months from start to finish. However, the total time will depend on many factors such as how long it takes the immigration office to give you an appointment or how long it takes the consulate to respond to your visa application.

- f. What are the effects of the family reunification decision without extension of international protection?

The following rights are granted to the beneficiaries (regrouping): (1) residence authorization; and, (2) work authorization under the same conditions as the applicant.

Family reunification will be exercisable only once, therefore, persons who have been reunited and obtained authorization to reside in Spain will not be able to request successive reunifications of their family members.

Note: In this case, it is important to emphasize that even if family reunification is granted, each individual reunited person will have to start the international protection process individually in order to be granted the same rights enjoyed by the reuniting person.

- g. On what grounds can the application for reunification be excluded or denied?

Asylum or subsidiary protection for reasons of family reunification will not be granted to persons who are in any of the situations of exclusion or denial previously established (see [this section](#)).

3. POSSIBILITY OF APPEALING THE REJECTION OF THE APPLICATION

In case of a rejection of either of the two ways of requesting family unification (with or without extension of the international protection), it is possible, in the first place, to file an appeal for reconsideration within one (1) month or a contentious administrative appeal, within two (2) months, before the administration that issued the decision.

- a. Appeal for Reconsideration

This is one of the ways in which the Administration can be requested to modify a resolution against a natural or legal person. This appeal is processed through administrative channels.

What should this Appeal for Reconsideration contain?

- A paragraph in which the appellant provides all his/her personal data (name and surname, address for notification purposes).
- A paragraph with the statement of the appeal, including the file number of the appealed act.
- A reasoned statement of reasons for not agreeing with the appeal.
- Request for modification supported by the laws that support it.
- The details of the body before which the appeal is lodged.

For the filing of these appeals, the assistance of a lawyer is not compulsory, however, remember that during the whole process, you will have access to a free lawyer who will be able to provide you with in-depth advice on the matter.

b. **Contentious-Administrative Appeal**

It is an instrument that allows claims against acts of the Public Administration or provisions of a general nature. It is filed when there is a conflict between residents and a public administration that causes harm or damages legitimate rights or interests of the person. This appeal is processed through the courts.

What does this resource consist of?

It is initiated by filing the corresponding appeal. This document must identify the act to be challenged.

Once the appeal has been admitted, the Court Clerk shall request the file from the Administration appealed against and shall make it available to the appellants so that they may present their arguments. From the moment the Court Clerk receives the file, the claim may be filed within a period of twenty (20) days.

For the filing of these appeals, the intervention of a lawyer, who must be a specialist in Immigration Law, and in some cases of a "procurador/a", is mandatory.

- a. Before unipersonal bodies (Contentious-Administrative Courts and the Central Contentious-Administrative Courts), the regrouping person has the possibility of conferring his/her representation to "procurador/a", but must be assisted in any case by a lawyer.
- b. Before collegiate bodies (High Courts of Justice, the National High Court and the Supreme Court), the applicant is obliged to appoint a lawyer to represent him/her and a lawyer to defend him/her.

Depending on the reason for the denial, it is better to opt for one or the other appeal; it being understood that the administrative appeal (reposition) can always be filed first, and in case of rejection, opt for litigation.

It may also happen that despite having obtained a favorable Resolution in Spain, the Consulate subsequently denies the Family Reunification Visa; in this case, an Appeal for Reconsideration may be filed within one (1) month before the Consulate itself (it is not advisable since they are rarely upheld) or go directly to the Superior Court of Justice of Madrid within two (2) months.

III. LIFE IN SPAIN

1. BASIC TOOLS FOR ADMINISTRATIVE PROCEDURES

- a. How can I prove my personal identity, the rights I have at each stage of the application for international protection or initiate procedures in Spain?

Depending on the stage of the application for international protection, the applicants will have different documents that will allow them to prove their identity and/or access certain procedures and rights during and after the application process.

The table below provides a detailed explanation of what they consist of and the requirements and procedures for obtaining them.

Document	During which phase will I use it?	What is it for?	How is it obtained?
Manifestation of Will	Prior to the filing/registration of the application for international protection, until the application is formalized (through an interview).	This document does not mark the formal start of the application nor does it trigger the legal deadlines, but it protects you from being expelled from Spanish territory and allows you to be identified by the authorities while your interview date arrives.	During the first appointment with the police, where the applicant's intention to apply for international protection is noted. It is valid until the application is formalized through an interview. Refer to this section for more details.
White Sheet ("Hoja Blanca")	From the time the application is filed until it is admitted for processing (while the file is waiting to be admitted for processing).	Proves that the refugee has applied for international protection. It allows people to remain legally in Spain while it is being decided whether the application is admitted or not, it assigns for the first time the NIE (number that identifies foreigners in Spain) and allows to carry out certain procedures.	It is issued when the application for international protection is filed, as a receipt/proof of application.
Red Card ("Tarjeta Roja")	It is obtained once the application is admitted for processing, until the resolution granting or not granting international protection is issued.	It replaces the White Sheet ("Hoja Blanca") when the application is admitted for processing, accrediting the applicant's status as an applicant in the process of international protection and allows certain procedures to be carried out.	It is issued at the moment in which the administration admits to process the application for international protection.
Foreigner's Identity Card (TIE)	It will be necessary during all the time that one resides in Spain after the international protection is granted.	It is the definitive personal identity document for foreigners who plan to reside for more than 6 months in Spain. It will be used to carry out all administrative procedures in the country.	It is requested once international protection is granted and it's obtained at the Foreigners' Office or Police Station. Click here for a detailed explanation of the application.

- i. White Sheet ("Hoja Blanca")

1. What is it for?

It is a provisional certificate that proves that the application for international protection was filed and allows the applicant to remain legally in Spain while the application is being processed.

This document assigns the Foreigner Identification Number (**NIE**), i.e., the personal identification number for foreigners, which is necessary for all procedures carried out in the country. This number will be the same as all other documents proving the identity of the applicant (Red Card and TIE).

The fact that the White Sheet contains a NIE, allows the refugee to carry out a series of formalities including (but not limited to):

- Request your Social Security number.
- Receive a health card (each Autonomous Community has its own process). As a reference, you can click [here](#) to see the requirements to apply for the Health Care Document for citizens seeking international protection (DASPI) in the Community of Madrid.
- Open a bank account.⁶
- Enroll in courses/educational centers.
- Register in job exchanges.
- To obtain a driver's license.
- Marrying or forming a domestic partnership cancels the application for international protection if the partner is from the European Community (EU). As the former applicant becomes an EU family member, he/she must request a residence permit applicable to this situation.

Note: Generally, the White Sheet does not include the work permit (a right that is obtained 6 months after submitting the application for international protection and is accredited by the Red Card). However, because of delays in issuing the Red Card, the National Police [has made changes](#) to the White Sheet so that it can be used as proof of the work permit in case there is a delay in processing the application.

2. When and how is it obtained?

At the time of filing the application for international protection, the White Sheet ("Hoja Blanca") is issued as a receipt/proof of application.

It may be issued by any of the agencies authorized to process applications for international protection. The issuing authority will be the same agency where the applicant seeking protection initially submitted their application.

⁶Royal Decree 304/2014, which implements Law 10/2010, establishes in its Art. 6.1.a the following: "Exceptionally, regulated entities may accept other personal identity documents issued by a government authority provided that they enjoy adequate guarantees of authenticity and incorporate a photograph of the holder". Although this article does not explicitly mention the White Sheet ("Hoja Blanca") or the Red Card ("Tarjeta Roja"), they meet the above mentioned requirements and should be accepted by banks.

3. What is the effective period?

The White Sheet ("Hoja Blanca") is in effect while the application for international protection is awaiting admission for processing. In principle, the administration has thirty (30) days from the filing of the application to decide whether or not to admit the application.

If after thirty (30) days the resolution of inadmissibility has not been notified, the validity of the White Sheet is automatically extended up to nine (9) months from the date of the initial application.

Once the nine (9) months have elapsed without the application having been admitted or rejected, the applicant must appear before the authority that issued the White Sheet. Failure to do so will result in the application being dismissed and the White Sheet losing its validity.

ii. Red Card ("Tarjeta Roja")

1. What is it for?

This document replaces the White Sheet ("Hoja Blanca"). It certifies that the refugee has an application for international protection in process, which allows her to remain legally in Spain while awaiting the resolution of the application.

Note: Having a Red Card does not mean that international protection has been granted. It is a provisional document, valid until the application is granted or not.

It also serves as a provisional personal identification document. Since the NIE number assigned in the White Sheet is transferred identically to the Red Card, several administrative formalities can be completed using it (click [here](#) for examples).

2. Does the Red Card ("Tarjeta Roja") authorize me to work?

The work permit is acquired six (6) months after the application for international protection. At that time, the Red Card serves as a proof of the work permit, unless international protection has been denied prior to that time.

3. What is the effective period?

The Red Card ("Tarjeta Roja") has a validity period of six (6) months. As the applicant for international protection is required to have a valid Red Card during the processing of their application, they must renew it until a final decision is issued.

The holder of the Red Card must regularly report to the issuing agency at the specified intervals and notify them of any change in address. Failure to comply with these requirements will result in the application for international protection being archived.

4. When and how is it obtained?

When the application for international protection is submitted, the applicant can also apply for a Red Card ("Tarjeta Roja"). However, the Red Card is not issued immediately; it is granted only when a decision is made regarding the admission of the

application. In the meantime, the applicant receives a White Sheet ("Hoja Blanca") as a receipt for their application.

The application will be processed by the Autonomous Community, and an appointment can be requested through this [website](#). In Madrid, the service is offered by the Office of Asylum and Refugee, but it varies depending on the Autonomous Community. For more information on the application process, please consult the [UNHCR website](#).

The administration has thirty (30) days from the submission of the application to decide whether it accepts the application and, if so, to issue the Red Card. However, due to the high volume of applications, this deadline may be extended. To address this problem, the administration is automatically extending the validity of the White Sheet (for more information, click [here](#)).

iii. Foreigner's Identification Card (TIE)

1. What is it for?

This is the definitive identity document that replaces the Red Card ("Tarjeta Roja"). It must be requested by all foreigners who plan to reside in Spain for more than 6 months.

2. When should I apply for the TIE?

It must be requested within one (1) month of obtaining the resolution granting the international protection.

3. How is the TIE obtained?

Step 1 - Request an appointment at the corresponding application site.

The corresponding place of application is the Office for Foreigners or the Police Station of the province where the applicant is domiciled.

Click [here](#) to request an appointment. From the available options, the correct service to select is: "Policía – Toma de Huellas (Expedición de Tarjeta) y Renovación de Tarjeta de Larga Duración".

Note: The NGO will provide you with information at this step of the process (normally through the assigned social worker).

Step 2 - Prepare the required documentation.

The applicant must obtain and complete the following printed documentation to be submitted on the day of the appointment:

- Receipt/confirmation of appointment.
- Form EX-17 in original and copy (click [here](#) for instructions on how to fill out correctly).
- Red Card ("Tarjeta Roja").
- Resolution granting international protection.
- Recent colored photograph, with a white background, and passport size.

- Payment of fee 790-012 (click [here](#) for instructions on how to complete the form correctly).

Note: Documents required to renew the TIE:

- Form EX-17 in original and copy.
- The expired TIE.
- Certificate of Empadronamiento (which must be less than 3 months old if there has been a change of address).
- Recent colored photograph, with a white background, and passport size.
- Payment of the corresponding fee under form 790-012.

Step 3 - Attend the appointment and proceed to fingerprinting.

At this appointment, you will deliver the documents previously indicated to the representative, who will analyze them. Once the representative identifies that all the required documents are present, and takes your fingerprints.

Once this process is completed, they will issue a TIE application voucher, which must be kept in order to pick up the TIE once it is ready (the maximum delivery period is forty-five (45) days from the application date).

Step 4 - Collect the TIE.

The maximum term to deliver the TIE is forty-five (45) days. To collect the TIE it is mandatory to make an appointment (click [here](#)). From the available options, the correct service to select is: "Policía – Recogida de Tarjeta de Identidad de Extranjero (TIE)".

4. What is the period of validity of the TIE?

The TIE will have a validity period that corresponds to the authorization or right that justified its issuance. In the case of refugees who have been granted international protection, the validity of the TIE will be the same as that of their temporary residence authorization, which is 1 year.

Note: The residence authorization is automatically renewed as long as the circumstances that gave rise to its granting persist and there are no grounds for revoking it.

b. **Electronic identification systems for efficient access to services and procedures**

In Spain, both the Digital Certificate of Natural Person and Cl@ve are electronic identification and authentication systems for online users. They allow citizens to access services and carry out procedures securely and efficiently. It is recommended to obtain them in order to carry out procedures electronically and avoid unnecessary travel.

Although both perform similar functions, there are some practical differences between them. The choice between one or the other will depend on the user's specific needs, the level of security required and the frequency with which he/she needs to interact with public or private entities.

i. Main differences between Digital Certificate and CI@ve

	Digital Certificate of Natural Person	CI@ve
What is it for?	It is an identification that allows you to do online transactions in a secure way. This digital document confirms who you are and you can use it to sign documents or make online transactions.	It is a system that helps to identify and sign electronic documents with the Administration, accessing in a secure way to digital public services of different entities such as City Councils, Autonomous Communities, State Public Employment Service (SEPE), Tax Agency or Social Security.
Where can I use it?	<p>It can be used for the following procedures:</p> <ul style="list-style-type: none"> ● To file taxes. ● For social security procedures. ● For procedures before some Autonomous Communities and Local Government agencies. ● In certain universities. <p>Click here to access the complete list of public and private entities that accept the Digital Certificate.</p>	<p>For example, it can be used for:</p> <ul style="list-style-type: none"> ● Filing of income tax returns; ● View fiscal/tax data; ● Consult clinical information; ● Consult points from Dirección General de Tráfico / Directorate General of Traffic ("DGT") ● Download work history; ● Download criminal record certificates; ● Homologation, Validation and Equivalence of foreign degrees; ● Educational scholarships; ● Educational support grants.
How is it used?	When any administrative procedure requires an authenticated signature, choosing the certificate as the accreditation method will open a menu with all the certificates on your computer or mobile. Completing the process will be as easy as selecting your certificate and pressing 'OK'.	To use CI@ve, once registered (see below), use your DNI or NIE along with a password (PIN or Permanent) to access the procedures.

ii. How to obtain and renew identification systems

1. Digital Certificate of Natural Person

a. *How can I get it?*

It is issued by the Fábrica Nacional de Moneda y Timbre ("FNMT") free of charge. The steps to apply for accreditation are as follows:

1. Pre-configuration: This software must be installed.
2. Request Certificate: A request is sent by completing the form on this page. After completing this, you will receive an email with a code (which will be needed in the following steps).
3. Prove personal identity at an Office of Identity Accreditation. Check this Office Locator for the one nearest you (some require an appointment).

It must be accompanied by the following: (1) the code sent by e-mail; and, (2) White Sheet ("Hoja Blanca"), Red Card ("Tarjeta Roja") or TIE, as applicable.

4. Download the User Certificate. It will be available at this [link](#) approx. one (1) hour after accreditation. It is recommended to make a backup copy.

b. What is the effective period?

It has a validity period of four (4) years. It must be renewed during the sixty (60) days prior to the expiration of the certificate.

c. How can I renew it?

Follow these 3 steps in order:

- i. Pre-configuration: Install the required software.
- ii. Apply for renewal by authenticating with your FNMT Citizen Certificate. You will receive a Request Code.
- iii. Download and install your renewed certificate. It will be available at this [link](#) approximately 1 hour after accreditation. A backup copy is recommended.

2. CI@ve

a. How can I get it?

There are two levels of registration: basic and advanced. The basic registration level does not allow access to many of the most common procedures. Therefore, the most advisable option is to go directly to the advanced registration.

If you would like to make the basic registration, you can do it via telephone or through the CI@ve application, where there is a mechanism for identification via video call with AEAT officials. Refer to this [link](#) for more detailed information.

Steps to obtain the Advanced Registration:

Through the Internet with an electronic certificate:

1. Access the registration portal.
2. Identify yourself with your NIE. You will then be asked for the support number that appears on your document.
3. Identify yourself with your Electronic Certificate, the holder's data will be automatically loaded. Verify that it is correct and click "Accept".

4. Indicate a cell phone number (indicating the prefix, if you are a foreigner) where you will receive the message sent by the Tax Agency with the PIN which, together with the 4-character code, makes up your access code to carry out procedures over the Internet. Then, confirm the telephone number.
5. Please also provide an e-mail address and confirm again. If you do not have an e-mail address, please check the box indicating this.
6. Check "Conditions have been read and accepted" and click "Submit".

b. *What is the effective period?*

The service itself does not expire, although in order to continue enjoying it, it will be necessary to change the password every two (2) years. Once this period has elapsed, the system will automatically ask you to change your password. Remember that the new password must be different from the previous one.

2. EMPADRONAMIENTO

a. **What is it and what is it for?**

It is an administrative procedure by means of which the residence and habitual domicile of a person in a specific municipality in Spain is accredited.

The certificate of Empadronamiento is necessary for various administrative procedures required to live in Spain, for example, to apply for the TIE, Social Security number, driving license, among others.

b. **Where and how can I register?**

The process requires submitting a registration application to the public administration of the municipality, accompanied by the documentation explained in the following section.

There are several channels for submitting the application. However, the simplest channels are as follows:

- Online (if you have Cl@ve - to register please refer to [this](#) section).
- In person (at the Town Hall of the municipality or citizen service offices). Depending on the municipality, the appointment must be requested in advance.

i. **What documentation do I need to provide?**

1. Application for Empadronamiento registration (Hoja Padronal). Click [here](#) for details on how to complete the registration form.
2. Identity document. The White Sheet ("Hoja Blanca"), which will be accepted from the first month of filing the application for international protection or the Red Card ("Tarjeta Roja").

Children under 14 years of age: Family book or original birth certificate. If the minor has an identity card, this must also be provided. The White Sheet/Red Card would be the equivalent of an identity card.

Note: If you do not have a family book or birth certificate, there are other ways to prove the relationship, for example, by means of scientific evidence. Click [here](#) for more.

3. Documents proving representation. If you are unable to attend the registration in person, you may be represented by another person. In this case, you must provide the following documents:

If you are a minor:

- i. Represented by both parents:

- Birth certificate or family book (or other form of proof of relationship, as provided in the previous blue note); and,
- Application for registration signed by both parents.

- ii. Represented by a parent. Providing one of the following documents satisfies the requirement:

- Birth certificate or family record book (or other form of proof of relationship, as provided in the blue note above) and authorization from the other parent; or,
- Judicial resolution of *sole* custody and guardianship and the completed Responsible Declaration form.
- Judicial resolution of *shared* custody and guardianship that establishes with which of the parents the child will be registered/will live with. If the resolution indicates the place where the minor should live or establishes shared cohabitation, the authorization of the other parent is required.

- iii. Represented by a person other than the parents:

- Authorization from both guardians; or,
- Judicial or administrative resolution in cases of guardianship or foster care.

4. Documents proving the use of the dwelling. This requirement is satisfied by providing any of the following documents proving the use of the dwelling:

Note: In all these documents, regardless of which one is deposited for census purposes, the address and the name and surname of at least one of the persons to be registered must always appear.

- a. Utilities contract or the last bill (not payment receipt) for landline telephone, landline internet, water, electricity or gas.

Note: If a contract is provided, it must have been signed within the year prior to the date of application for registration. The utilities address must coincide with the address for which registration is requested.

- b. Rental contract for a dwelling or room of a minimum duration of 6 months, signed by all parties to the contract.

Notes:

- If the lease has been extended, the last rent payment receipt must be provided. This receipt must show the tenant, the amount, the month of rent and the address of the dwelling.
- In case the contract is electronically signed (extended or not), proof of payment must be provided.
- If several tenants are included in the contract and one of them was previously registered with the person concerned, that person must complete the registration authorization found on the registration application form.

- c. Deed or simple copy of ownership of the property, purchase contract or simple note from the Land Registry.

Note: These documents are only valid if there are no persons registered prior to the date of the contract or deed.

Complementary documents:

If you find yourself in one of the following situations, you will be required to submit the additional documents explained below:

- a. *What happens if I do not have any of the above-mentioned documents that justify the housing use?*

A registration authorization will be required. To obtain it, the person who does have such documents (authorizer):

- You will sign and fill out the authorization form on the registration form (Hoja Padronal).
- You must provide the original and a copy of your identity document.

What happens if I am going to register in a collective establishment (hotel, religious, military, residential, or other)?

The person responsible for the establishment fills out the authorization form with his/her data, signature and stamp.

- b. *What happens if there are other people registered at the address who reside there but do not have proof of residence?*

In addition to the authorization of empadronamiento, a resident of legal age must:

- Fill in and sign the "Declaration of Residence" section of the application form.
- Provide proof of identity (original or copy).

- c. *What can I do if I do not have any of the above documents that justify the use of the property?*

It can be accredited through a report from Social Services or the Municipal Police.

Note: The City Council may request additional documents proving the use of the address (e.g. in exceptional cases not mentioned in the previous points or, in general, when it is considered necessary to verify the veracity of the data contained in the registration applications).

3. TRANSPORTATION IN SPAIN

- a. How does public transportation work in Spain?

Most Spanish cities have very complete public transportation systems.

Some of them are:

- Bus lines.
- Subway lines.
- Commuter trains.
- Electric bicycles. They are a new sustainable and economical initiative offered in many provincial capitals.

For inter-city transportation, we also find:

- Regional trains.
- High-speed trains (AVE).

- i. What is it and how do I get a transportation card?

Many municipalities issue transportation cards to registered citizens (those who have completed the Empadronamiento process. For more details on Empadronamiento, click [here](#)). Depending on the Community, it may be issued at no cost or at a very low cost.

This card allows the user to freely enjoy the bus services of the municipality. For more information, please contact your local town hall.

Another alternative are the vouchers offered by the different means of transport (such as commuter trains or AVE). These allow the user to travel for a reduced cost, either thanks to a large number of trips or unlimited trips subject to a certain period of validity.

- ii. Is there any transportation assistance or subsidy that I can receive?

It will depend on each autonomous community, but it is common that discounts are offered for numerous families, the disabled, young people, the unemployed, etc.

- b. Private transportation

- i. Is my driver's license valid in Spain?

Afghanistan and Spain do not have a driver's license validation agreement.

However, there is the possibility of obtaining the license if you have proof of having been employed as a professional driver for six (6) months or more, as long as the company is legally established or has a branch office in Spain. Click [here](#) for more information.

If the above is not an option, you can opt to take the DGT driving test, which is explained below.

ii. How do I obtain a driver's license?

Depending on the driving license you want to obtain, you will have to pass different exams, usually a specific theoretical exam and a practical exam.

Click [here](#) for information on the different types of driver's licenses. Be sure to apply for the one that fits your needs (for example, if you intend to drive a car, motor, etc.).

To prepare for it, it is common to enroll in a driving school, where they will provide the materials for the theoretical exam and teach the classes for the practical exam. Many of them work in English and the DGT offers the possibility of taking the exams in English.

iii. Is there any help or subsidy I can get to obtain my license?

Some councils, town halls, administrations and organizations offer financing and scholarships for driving schools. Refer to [this](#) section for more information.

One initiative of this project is "Ellas Conducen" with the collaboration of Midas. The aim of the program is to make women at risk of exclusion more independent by acquiring a driving license.

iv. How does the points system work?

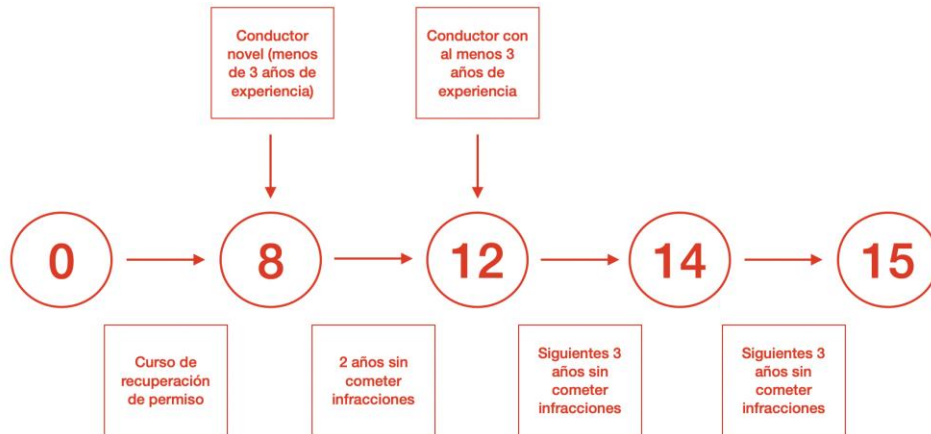
Each driver is assigned an initial number of points on his or her driver's license.

The points balance can be consulted at any time and is dynamic:

- They start with 8 points (novice driver).
- Points can be earned (up to 12, 14 or 15 points) by being a good driver and/or by taking specific courses ("cursos de sensibilización").
- The commission of serious or very serious infractions deducts points (from 2 to 6 depending on the seriousness).

The most common offenses are: speeding, not wearing seat belts, use of cell phones, alcohol and drug consumption. These infractions are also punishable with fines, which can be managed from the [DGT website](#).

Here is a graph explaining the process of the points:



v. What if I reach zero?

A zero point score results in the total loss of that individual's driving license, as the points are associated with the driver, not with a specific type of license.

It is a crime to drive without points once you have been notified of the loss of your license.

vi. Can I get my driver's license back if I lose it for reaching zero?

Yes, the license can be recovered. When you get it back, you start with 8 points.

The process to obtain a new permit (which starts with 8 points) will be as follows:

- a. Completion and accreditation of the road awareness and re-education course (of 24 hours duration).
- b. Wait for the disqualification time (if applicable).
- c. Go to a Driver Recognition Center to obtain a certificate of psychophysical aptitude for the driver's license.
- d. Pass a theoretical test on the knowledge acquired in less than ninety (90) days after obtaining the certificate (note that the certificate expires). It shall be carried out at the Provincial Headquarters or Local Traffic Office.

4. HOUSING RENTAL

In the process of renting a property, it is vital to make sure that the tenant's rights are well secured in the contract. To this end, in the absence of legal or real estate counsel during the process, it is the tenant himself who must take an active position in negotiating the terms.

As a general rule, the tenant's rights are set forth in Law 29/1994, of November 24, 1994, on Urban Leases ("LAU"). On the other hand, there are principles that are seen in the practice of rental contracts, which only protect the parties if they are explicitly stipulated in the contract.

a. What are the main/basic obligations of the lessee?

The tenant must make sure to comply with the terms of the lease, which include the following:

- Make the payment of the lease price within the agreed term.
- Keep the dwelling in good condition.
- Carry out the repairs (if and as stipulated in the contract).

- Abandon the dwelling at the end of the lease term.
- Submit to compliance with the rules of the community of owners.

b. What are the lessor's main obligations?

- To guarantee the use and enjoyment of the dwelling by the tenant, in a peaceful and uninterrupted manner during the term of the contract.
- Repair of elements necessary to maintain it (as stipulated in the contract).

i. Deposit and Security Deposit "Fianza"

1. What is the difference between a security deposit ("fianza") and a deposit?

"Fianza" is a mandatory payment made so that the landlord has a guarantee (funds) to ensure the tenant's compliance with all contractual obligations. For example, to repair any damage that may be caused to the dwelling by its daily use at the end of the contract or to ensure the payment of the rent or utilities.

The amount of the deposit is equivalent to one (1) month of the rent (it must be a cash payment). This amount is deposited with the Autonomous Community, who will keep it in custody until the conditions of the apartment are verified once the lease is terminated.

The deposit is an additional and optional guarantee that the lessor may require. This amount is not deposited in the Autonomous Community and can be negotiated by the parties (with the deposit to be paid only if so agreed in the contract). For example, the lessor may require further amounts in cash or request other additional guarantees such as a bank guarantee or a guarantor (Art. 35.5 LAU).

2. Can I have my "fianza" updated?

The "fianza" cannot be updated during the first five (5) years (or seven (7) years if the lessor is a legal entity) of the lease term.

However, each time the lease is extended, the lessor may require that the "fianza" be increased, or the lessee may require that the "fianza" be decreased, until it becomes equal to one or two monthly installments of the rent in force, as the case may be, at the time of the extension.

The updating of the "fianza" during the period of time in which the agreed term for the lease exceeds five (5) years, or seven (7) years if the lessor is a legal entity, shall be governed by the stipulations of the parties to that effect. In the absence of a specific agreement, what has been agreed upon regarding the updating of the rent shall also be presumed to be desired for the updating of the "fianza".

3. Can the lessor require additional payments in addition to the "fianza" and the deposit?

It can, as long as it is reflected in the contract and it is not contrary to those specified in the LAU. We can distinguish two types of additional payments:

- Additional guarantee. In the case of a habitual dwelling contract, the value of the additional guarantee cannot exceed two (2) months' rent (art. 36.5, LAU). The deposit would be included in this category.
- Consumption (as long as it is stipulated in the contract). It is common to agree that the consumption measured by the meter will be charged to the tenant, even if the contract is in the landlord's name.

According to Law 12/2023, of May 24, for the Right to Housing, real estate management and contract formalization costs are borne by the lessor, so it is illegal to ask the lessee for them.

Additionally, the lessor may require proof of economic solvency such as, for example, a contract of employment in Spain with a certain length of service (it is common to require a length of service of six (6) months)" or the provision of a guarantee such as a guarantor.

4. How, when, and under what conditions will the deposit and "fianza" be returned to me?

Both amounts will be returned to you at the end of the term stipulated in the contract, provided that the conditions of the contract with respect to the conservation and proper use of the property have been fulfilled.

To ensure the return of the deposit, we offer the following tips:

- At the time of entry to the property, take photos that show the condition of the property, as well as the condition of your furniture and/or belongings. It is vital that the date, time and place where the photographs were taken are recorded, in order to have evidence of the correct condition on the date of return.
- When the tenant hands over the property, ask the tenant to sign a receipt and agreement on the correct condition of the property at the time of returning the keys.

The deposit must be returned to the tenant within a maximum period of one (1) month from the date on which the keys are handed over (art. 36.4 LAU).

ii. How long does the contract last?

The duration of the contract is freely agreed by the parties. Depending on it, the following sections (right of withdrawal and extension, which is automatic) will be affected.

1. Can I stay longer in my apartment?

Yes, the tenant has the right to extend the lease.

If the dwelling is considered 'habitual' (it will say so in the contract), it means that the duration of the lease may be up to five (5) years if the lessor is a natural person and seven (7) if the lessor is a legal entity. Therefore, it is at the option of the lessee to renew the duration of the contract annually (art. 9, LAU).

The lessee is entitled to an extension of up to three (3) more years, unless the lessor expresses the will to terminate the contract at least four (4) months before its expiration at the fifth or seventh year (in case of a legal entity), or the lessee expresses the same will two (2) months before.

The lessee has the right to terminate the lease up to thirty (30) days before the expiration of each annual extension (art. 10, LAU).

iii. What is the cancellation of the lease?

The termination of the lease is the tenant's right to terminate the lease unilaterally before its expiration, after at least 6 months have elapsed since the beginning of the lease, provided that the tenant gives the landlord at least 30 days' notice.

It is possible that an indemnity in favor of the lessor is agreed in the contract. This is usually an amount equivalent to one month's rent for each year of the contract that remains to be fulfilled (art. 11, LAU).

The notification within the legal terms (30 days before the expiration of the extension, which occurs after the first five (5) or seven (7) years –if the lessor is a legal entity– of the lease) of the will of not extending the lease, is not considered as withdrawal nor does it generate indemnification in favor of the lessor, since it is considered as "non-extension".

iv. Do I have to repair damages to the property?

Generally, the landlord must repair what is required to ensure the tenant's peaceful and uninterrupted use and enjoyment of the dwelling during the term of the lease. However, the lease can be interpreted in different ways as to what this principle covers (e.g. when it is regulated in the lease who will be in charge of repairs to household appliances if necessary).

v. Can the landlord access the property without my authorization?

No, as long as the contract does not expressly authorize him to do so. The habitual residence is considered the tenant's domicile for legal purposes, which includes the right to inviolability of the domicile, i.e., the landlord is prohibited from accessing the leased dwelling without the tenant's authorization.

vi. Who is responsible for paying for utilities?

It will depend on what is agreed in the contract. Many landlords prefer to offer a fixed monthly rate to cover electricity, water and/or internet expenses; others prefer the tenant to manage it himself. It is common for the landlord to demand that the utilities contracts remain in his name and that the tenant pays for the consumption, to avoid incidents or cuts in the services in the change of ownership of the utilities contracts in the event of a change of tenant.

vii. Should I buy the furniture?

Again, it will depend on what is agreed in the contract. It is common for the landlord to offer the property furnished, but this is not always the case.

viii. How is the rent updated?

The rent adjustment mechanism exists to align the rental amount with the market reality, linked to the percentage variations that the Consumer Price Index may experience on an annual basis.

There is a particularity when the property is located in a "tense zone" of the market (defined by each Autonomous Community), as it has been established that the maximum annual increase will be 3% for existing contracts during 2024 (according to Law 12/2023, of May 24, on the Right to Housing).

Starting in 2025, a new reference index (different from the CPI) will be used for the annual update of lease contracts.

5. WORK LIFE

a. Work authorization under refugee status

i. During the international protection application process

- Can I work even if my application is still pending?

Yes, applicants for international protection will be authorized to work in Spain once 6 months have elapsed since the filing of their application, provided that it has been admitted for processing.

Authorization is evidenced by the inscription "authorized to work" on the Red Card ("Tarjeta Roja") issued when the extension is granted.

Therefore, the validity of the authorization will be conditioned to the validity of the Red Card ("Tarjeta Roja") (renewable every six (6) months until the application is resolved or 2 years have elapsed since the issuance of the Red Card ("Tarjeta Roja")).

Note: In principle, the White Sheet ("Hoja Blanca") does not include the work permit (a right that is acquired 6 months after filing the application for international protection and is accredited by the Red Card ("Tarjeta Roja")). However, due to delays in the issuance of the Red Card ("Tarjeta Roja"), the National Police has modified the White Sheet ("Hoja Blanca") so that it can serve as accreditation of the work permit in case of delay in the admission of the application for processing.

ii. Following the granting of international protection status

- What will be the nature of my work authorization, temporary or permanent?

The granting of a residence permit for reasons of international protection in Spain automatically implies the authorization to work as an employee or self-employed person in the country. This concession is permanent and is implicit in the granting of international protection.

- Can I work in any EU country?

Yes, but it must be taken into account that the establishment of residence in a foreign country entails the loss of International Protection status in Spain; and with it, its benefits.

Staying within the program and working in another EU country is possible, as long as the legal residence remains in Spain (e.g. remote work).

However, once Spanish nationality is obtained, there will be no mobility problems (see section 8 for more information on how to apply).

b. Access to different fields of work

i. Affiliation to Social Security

1. What is Social Security?

It is a state-administered system that allows workers to access pensions, subsidies and benefits, as well as to be granted the right to receive health benefits. It operates on the basis of monetary contributions from contributors and employers.

2. Who must be affiliated to Social Security?

Any person who has an employment contract or is self-employed.

3. What does it mean to have a Social Security number?

By having this number, the person is officially registered as part of the tax and social security system in Spain, which allows access to many benefits that are part of the Spanish social system. These benefits include medical care, social benefits, security and disability, unemployment and other resources that can support in times of hardship.

It matches one's membership number, so it is assigned to the applicant when the application is registered. Click [here](#) for more information.

4. How do I register with Social Security?

At the administrative level, discharge is the registration (or return) of a person in a body. In this case, it is in the Social Security.

1. Fill out form TA.1 "Application for Affiliation/Social Security Number".
2. Process the application by accessing the Social Security Number Assignment service of the Electronic Office with your Digital Certificate (for further instructions on the use of the Certificate, see this section).

Applications for affiliation must be made prior to the beginning of the employee's rendering of services. They are usually processed by employers, when applicable.

ii. The public sector

1. Can I apply for civil service jobs?

Yes, as long as the work does not involve participation in the exercise of public power or in safeguarding the interests of the State or of the Public Administrations.

Therefore, some of the competitions to which foreigners **cannot apply are:**

- State Security Forces and Corps: national or local police, civil guard and similar.
- Civil service examinations within the Ministry of Justice: judges, public prosecutors, state attorneys, property registrars, attorneys for the Administration of Justice and the like.
- Tax examinations: tax agent, tax technician, tax inspector and similar.
- Civil service examinations in the field of constitutional bodies, the Superior Center of Defense Information (CESID), Bank of Spain, etc.

2. What jobs does the public administration offer?

There are two types of public sector jobs:

Class	Features	Requirements	Examples
Functioning	They are permanently linked to the public administration.	Nationality of an EU member (possible after 5 years of legal residence in Spain)	Faculty, medical and nursing professionals, etc.
Labor personnel	They are temporarily linked to the public administration	Legal residence in Spain	Administrative assistants, urban cleaning personnel, etc.

3. How do I apply for a civil service job?

The calls to obtain a civil servant position are published in the official gazettes of the public administrations, such as the (1) BOE at the state level, and the (2) regional, (3) provincial and (4) municipal gazettes.

The positions of labor personnel are at the discretion of the competent administration. It is common for such positions to be accessed through public employment offices (see "Agencias municipales o autonómicas para el empleo "in the following section for more information).

iii. Access to the private sector

1. How do I access employment provided by private companies?

There are several agencies that facilitate contact between companies and job seekers.

Agency	Description	Examples
Municipal or regional employment agencies	They are agencies that offer Labor Intermediation services subject to their scope (municipal or regional).	Madrid Employment Agency
Temporary employment agencies (ETT)	These are companies that the employer hires to select candidates for available jobs. The applicant takes his resume to the ETT and waits to be contacted when his profile is similar to the one sought by the employer.	Adecco, Randstad
Online job search platforms	Digital platforms where all types of jobs are offered, where job offers can be filtered according to the qualities of the applicant.	InfoJobs, JobToday, LinkedIn, JobTeaser
Social networks for professionals	They are online platforms to create presence in the labor world and promote professional relationships, which facilitates the job search.	LinkedIn
Direct offers from the company	Large and medium-sized companies can make job offers through their own website or human resources department.	Inditex, Starbucks, Mercadona

c. Spanish professional practice

i. Preparation of the selection process

The selection process for a job starts even before the interview, factors such as the digital footprint (especially the presence in social networks) and dealing with the staff of the company in which you aspire to work can be taken into account to choose the best candidate.

Despite this, the classic interview still plays an important role in the selection process. Here are some tips on how to prepare well for them.

- *Outline possible questions and answers.*

It is very common for an interview to ask about the interviewee's professional life, in questions such as, "What made you leave your last job?", "Where do you see yourself in 10 years?" or "What is your greatest weakness?"

It is also common to encounter questions about skills or personal qualities applicable to the position for which you are interviewing, such as, "Why should we hire you?"

- *Research the interviewing company.*

The questions and expected answers will vary from company to company. It is therefore advisable to research the company's values and practices, as well as the worker profile that corresponds to it.

For this, a very useful tool will be LinkedIn, as well as the company's or public body's own website or social media profiles.

- *Be organized.*

In order to make a more complete and detailed follow-up of each company, it is advisable to make an Excel-type table with the important points for the different selection processes they may have. An example is the following:

Employer contact information	Points to consider in the interviews	Job location	Process status	Tests to be performed

ii. **Effective communication**

Good communication is essential in an interview to achieve it, the following tips are offered:

- For online interviews, it is vital to have a good microphone and headphones so that both the interviewer and the interviewee can hear as well as possible. It is also recommended to do a sound check prior to the interview.
- In face-to-face interviews, other factors come into play, such as dress (preferably formal) and non-verbal language: it is advisable to show interest and encourage as fluid a conversation as possible.

iii. **After the interview**

Once selected for the job, it is advisable to do the following:

- Continue to document yourself about the equipment for which you will be working,
- Get to know the staff and colleagues as soon as possible,
- Attend moments that generate synergies.

iv. Resume

The resume is the most basic tool for finding a job. Having a complete and well-organized resume is essential to make a good impression. The elements that cannot be missing in a resume are:

- Name.
- Contact information.
- Position to which you aspire.
- Education.
- Job positions with a brief description of the responsibilities, projects and/or accomplishments of each position.
- Languages.
- Volunteering or other initiatives (if applicable).
- Skills.

It is advisable that the document be visually simple, as shown below:

<p>Pepe Perez Madrid, Spain (+34) 123456789 pere.perez@student.ie.edu LinkedIn URL / Personal Web URL (if applicable) Work permit (if applicable and/or beneficial)</p> <hr/>		
<p>Professional Summary (include professional summary of 3-4 lines)</p> <hr/>		
<p>Training</p>		
<p>IE Business School <i>International MBA</i></p> <ul style="list-style-type: none"> ● Granted by IE Foundation ● Position: top 10% of promotion 	<p>Madrid, Spain Sept. 2017-Jul. 2018</p>	
<p>Saint Louis University Madrid, Spain <i>Bachelor's Degree in Business Administration</i></p> <ul style="list-style-type: none"> ● Magna Cum Laude 	<p>Sep. 2009 - Jul. 2014</p>	
<hr/> <p>Professional Experience</p>		
<p>(Company) <i>Consultant - Financial Risk Management</i></p> <ul style="list-style-type: none"> ● Elaboration of a risk retention policy for a major French oil company and a major Spanish cement company in the framework of the implementation of ERM for this company. ● Definition of a methodology and calculation at a general level, 	<p>Madrid, Spain Aug. 2015 - Jul. 2017</p>	

definition of guidelines to implement this policy.

- Development of an Operational Risk Management System (SARO - ERM) for a financial entity dedicated to the energy sector and an insurance company.
- Support to the statutory auditors in the review of the regulatory VeR prepared by banks and trust companies.
- Preparation of proposals related to Financial Risk Management for clients in the financial industry and real sector.

(Company)

Madrid, Spain

Risk Analyst - Risk Management

Aug. 2014 - Aug. 2015

- Preparation of the Insurance and Risk Manual for the Company, describing the roles and responsibilities of the different business units.
- Development of a new risk retention policy in accordance with industry benchmarks and the organization's financial statements.
- Analysis of the natural catastrophe risk at the company's facilities under the Enterprise Risk Management (ERM) framework. The analysis found that policy coverage was inadequate.

Languages

Spanish (Mother tongue); **English** (Bilingual); **French** (Advanced, 6 years of professional use).

Relevant Additional Information

- Member, Beta Gamma Sigma, International Honor Society since 2008.
- Colfuturo, a scholarship awarded to European citizens pursuing studies abroad based on criteria of academic excellence.

It is important to emphasize that this model must be adapted according to the profile, preparation and interests of each job applicant.

v. Letter of introduction

The cover letter is complementary to the CV. There are many employers that do not require the Cover Letter as a mandatory requirement when applying. If it is a requirement, the elements to be considered in it are:

- Brief description of the provisions of the CV.
- Concerns and objectives.
- Reasons for being chosen for the position over another candidate.
- Show interest and desire for the position.

6. HEALTH

The National Health System guarantees healthcare assistance to any person registered in the Social Security System as a worker or a similar situation recognized by such System. The Autonomous Communities/Public Health Services are responsible for recognizing the right to healthcare.

a. What is the health card?

It is an official accreditation document that recognizes the right to health care provided by the National Health System.

b. How do I obtain a health card?

It is requested at the Health Center assigned to the address where you are registered. There, they will indicate the necessary documentation for your specific case.

c. What types of healthcare assistance do I have access to?

The health system is structured as follows:

- Primary care: Primary care is the basic and initial level of care, which guarantees globality and continuity of care throughout the patient's life. It includes activities ranging from health promotion and education to disease prevention.
- Attention to emergencies and health emergencies: it can be provided either at the Health Center (by going to one) or at any other place, such as the home (by calling 061 or 112).
- Specialty care: it will always be your primary care physician who refers you to this type of care. It contains the different medical specialties.

Refer to [this link](#) for more information on how to access healthcare.

7. SUPPORT IN CASE OF VIOLENCE AGAINST WOMEN, KIDS, AND ADOLESCENTS

Relevant links for support and assistance.

a. **Violence against women.**⁷

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WhatsApp 600 000 016

Email: 016-online@igualdad.gob.es

⁷ Ley Orgánica 1/2004, de 28 de diciembre, de Medidas de Protección Integral contra la Violencia de Género

Links of interest:

<https://violenciagenero.igualdad.gob.es>

b. **Violencia contra la infancia y la adolescencia.**⁸

Phone numbers 900202010 (for all Spain)

116111 (for the Autonomous Communities of: Aragón, Asturias, Baleares, Canarias, Castilla-La Mancha, Castilla y León, Ceuta, Extremadura, La Rioja, Navarra, Madrid, Melilla, Murcia, Valenciana)

Links of interest:

<https://www.plataformadeinfancia.org/acabemos-con-la-violencia-hacia-la-infancia/>

<https://www.mdsocialesa2030.gob.es/derechos-sociales/infancia-y-adolescencia/maltrato-infantil.htm>

<http://www.anar.org>

c. **Sexual violence.**⁹

Phone number 016

8. **ECONOMIC AND SOCIAL AID (post integration programs)**

a. **Minimum Living Income (IMV)**

i. **What is the Minimum Living Income (IMV)?**

This is a payment that Social Security provides to people who live alone or with a cohabitation unit and who lack sufficient economic resources to cover their basic needs.

Cohabitation unit: Includes persons living at the same address and united either by marriage, domestic partnership, family ties up to the 2nd degree (parents, parents-in-law, children, sons, sons-in-law, brothers, brothers, sisters-in-law, grandparents and grandchildren), or a guardianship relationship for adoption or permanent foster care.

1. **Am I eligible to apply for IMV?**

There are certain basic requirements to be granted the right to receive such assistance:

- To have resided legally in Spain continuously during the last year (without exceeding 90 calendar days abroad during each year or when the absence from Spanish territory is justified by duly accredited health reasons).

⁸ Ley Orgánica 8/2021, de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia

⁹ Ley Orgánica 10/2022, de 6 de septiembre, de garantía integral de la libertad sexual.

- Be in a situation of economic vulnerability, considering net worth, non-corporate assets and level of income and revenues.
- In case of applying for the IMV for a cohabitation unit, the unit must be formed at least 6 months prior to the application.
- In addition to these general requirements, a series of conditions related to your personal circumstances and/or those of your cohabitation unit must be met.

2. What if I live alone?

For the application to be valid, one of the following cases must occur:

- *People from 23 to 26 years old.*
 - Be single or in the process of separation or divorce.
 - Have lived independently for at least two years prior to application.
- *Between 26 and 29 years old.*
 - Have lived independently for at least two years prior to application.
- *Over 30 years old.*
 - Proof that, during the year immediately prior to said date, their domicile has been different from that of their parents, guardians or foster parents.

3. How do I apply for the IMV?

- In the section IMV of the [Social Security website](#), click on "Start application".
- Select your province.
- Answer the questions prior to the form.
- Identify yourself by filling in your data and attaching a photograph.
- Fill in and send the form.

The deadline for the resolution of the application is six (6) months.

4. What documentation will I be asked for?

See the specific documentation [here](#), under "Accreditation of requirements".

5. How much will the aid amount be?

For an individual beneficiary, the monthly amount of the guaranteed income is 100% of the annual amount of the non-contributory pensions divided by twelve (in 2023 it results in 565.37 euros per month). The amounts will increase depending on the degree of disability of the person concerned (if applicable) and the number of members of the cohabitation unit (and if they have a disability).

6. What is the child support supplement?

This is an additional allowance paid to IMV recipients for each minor child in the household. Depending on the age, it will be the following:

- Children under three (3) years old: 115 euros.
- Over three (3) years old and under six (6) years old: 80.50 euros.
- Over six (6) years old and under eighteen (18) years old: 57.50 euros.

7. Is IMV compatible with work?

Yes, it is compatible. With the entry into force of Royal Decree 789/2022, as of January 2023, IMV beneficiaries can work and receive income from work or self-employment along with the IMV benefit.

The compatibility of the IMV with work is achieved through the application of an amount exempt from the computation of income and earnings that are considered to determine the economic vulnerability of the beneficiary or of the cohabitation unit.

The brackets/tranches for the determination of exempt income in the compatibility of the IMV with labor income are as follows:

- Tranche 1: Up to 60% of the guaranteed income of the cohabitation unit, 100% of the increase in income is exempt from the calculation of the IMV.
- Tranche 2: When the limit of Tranche 1 is exceeded and the maximum guaranteed income is reached, an exemption percentage will be applied depending on the income from work or self-employed economic activity in the previous tax year. If there is no earned income in the previous tax year, the exemption percentage will vary according to the composition of the cohabitation unit:
 - For individual beneficiaries or cohabitation units composed exclusively of adults, the exemption percentage is 30% (40% if there is a disability complement).
 - For cohabitation units with an adult person and one or more dependent minors, the percentage is 35% (40% if there is a disability supplement).
- Tranche 3: When the guaranteed income of the cohabitation unit is exceeded, labor income is not excluded from the calculation of the IMV.

8. For what reasons is an IMV application usually denied?

- Inconsistencies with the declared cohabitation unit.
- Exceeding the allowable income or net worth limit.
- To hold the position of director of a company.
- Submit incomplete or duplicate documentation.
- Not being listed as a job seeker and errors in personal data.

9. Is there a possibility to appeal the denial of the IMV application?

In the case of denial of the IMV, it is possible to file a reasoned letter with the Administration (INSS) in order to file a claim. Administrative channels must be exhausted first before resorting to the courts. It is recommended to consult an expert in these matters.

Attention must be paid to the claim deadlines: Thirty (30) working days to file the claim, excluding Saturdays, Sundays and holidays. The Administration has forty five (45) days to respond, otherwise, the claim will be considered to have been denied by administrative silence.

If the response is not favorable, you can go to court by filing a lawsuit within thirty (30) business days after the claim has been denied or there has been no response within the established period.

b. Minimum Insertion Income (Rentas Mínimas de Inserción)

The Autonomous Communities offer assistance for people with no income and at risk of social exclusion, although the state's IMV must be applied for first (see above).

In general, it is required that the applicant has no income, has exhausted the aid from other administrations and is registered in the corresponding Autonomous Community. The amount, duration and procedures vary according to each Autonomous Community, so it is advisable to consult the specific information of each one.

It is important to note that the name of this assistance may vary depending on the Autonomous Community, such as "minimum insertion income", "guaranteed citizenship income", "insertion income", "social inclusion income", among others.

c. Unemployment benefits

The following is a general explanation of these types of aid. These are usually applied in a hierarchical manner, according to the person who meets the requirements to access each type of assistance. First, there is the contributory unemployment benefit granted to those who have contributed for more than 1 year (among other requirements detailed below). If the interested party has not reached the minimum number of contributions, she may access ordinary subsidies, depending on her particular circumstances. Once this subsidy has been exhausted, in exceptional cases, it is possible to access an extraordinary subsidy.

For detailed information on requirements and procedures, please refer to the official websites of the corresponding authorities. We also recommend professional advice.

Type of assistance	Sub-type	What does it consist of?	Eligibility	Duration and amount
(1) Contributory unemployment benefit (Entitlement to Unemployment)	General	This is a financial assistance for those who involuntarily lose their job and have more than 1 year of unemployment contributions within the last 6	<ul style="list-style-type: none"> Min. 1 year of contributions during 6 years prior to unemployment. Being unemployed for involuntary reasons. 	<u>Duration</u> : Depends on the number of contributions accumulated during 6 years. One month of unemployment is paid for every 3 months of contributions. This means a minimum

or "Derecho al Paro")		<p>years of becoming unemployed. It is paid according to the amount contributed.</p> <p>The SEPE has an online program for you to calculate the amount of your benefits. Click here to access it.</p>	<ul style="list-style-type: none"> • Be registered within the Social Security System. • Registered as a job seeker in the corresponding Autonomous Community. • Not being of retirement age. • Not to be self-employed. • Sign an activity commitment (among others, it commits the applicant to be actively looking for a job). 	<p>of 4 months and a maximum of 2 years.</p> <p><u>Amount</u> (based on 2023): A certain percentage (70% for the first 6 months and 60% after 7 months) of the regulatory base (average of the contribution bases during the last 6 months of contributions) is charged. This amount is subject to maximum and minimum amounts, regardless of the percentage described above. These ceilings are determined by the Public Indicator of Multiple Effect Income (IPREM).</p>
	Household employees	<p>Pursuant to Royal Decree-Law 16/2022, as of October 1, 2022, domestic workers have started to accumulate contributions in order to be able to apply for unemployment benefits under the same conditions as the general scheme.</p>	<ul style="list-style-type: none"> • To be a domestic employee. • Having lost employment for reasons beyond their control (this is proven with a written notice of termination of the employment relationship by the employer). • Fulfill the other requirements for the right to general unemployment. 	<p><u>Duration</u>: Same as general regime</p> <p><u>Amount</u>: The amount is the same as that of the general regime, except that after 7 months the percentage is 50% (instead of 60%).</p> <p>If they have been contributing for less than 1 year, the subsidies are applicable (either due to insufficient contribution, family allowance or whatever applies to the case).</p>
(2) Ordinary subsidies	Contribution insufficiency allowance	<p>Subsidy for those who involuntarily lose their job and do not have 1 year of contributions, but have at least 3 months of contributions (if they have dependents) or at least 6 months (if they do not).</p> <p>If the person has no family, he/she must accumulate 6 months of contributions and, if he/she has a family, 3 months of contributions.</p>	<p><u>General requirements</u>: Grants awarded to persons who:</p> <ul style="list-style-type: none"> • They have lost their jobs involuntarily. • Who have not contributed enough days to qualify for unemployment benefits. • They are registered as job seekers. • Whose income does not exceed the percentage of the Minimum Interprofessional Wage (SMI) that is in force. For example, in 2023 it is 75% of the SMI, which translates to 810 euros per month. 	<p><u>Duration</u>:</p> <ul style="list-style-type: none"> • <i>If you have dependent children or spouse</i>: Depending on the number of months of contributions, it will last 3, 4, 5 months. If you have between 6-12 months of contributions, an initial 6 months are granted, which can be renewed for equal periods up to a maximum of 21 months. • <i>If you do not have dependents</i>: It has a duration of 6 months. <p><u>Amount</u>: It will depend on the percentage determined by the IPREM. For example, in 2023 it is 80% of the IPREM, which translates into 480 euros per month (50% if it is part-time).</p>
	Family allowance for unemployed persons	<p>Subsidy for those who have a dependent spouse or children under 26 years of age, do not generate income and have exhausted the contributory unemployment benefit (Right to Unemployment or "Derecho al Paro") without having found a job.</p>		<p><u>Duration</u>: 18-30 months depending on particular circumstances.</p> <p><u>Amount</u>: Same as in the previous table.</p>
	Allowance for people over 45 years of age	<p>Subsidy for those who do not generate income, are 45 years of age or older, have no dependents and have exhausted the contributory unemployment benefit (Right to</p>		<p><u>Duration</u>: Maximum 6 months.</p> <p><u>Amount</u>: Same as in the previous table.</p>

		Unemployment or "Derecho al Paro").		
(3) Extraordinary subsidy	Extraordinary Unemployment Subsidy (SED)	Subsidy that is accessed after having exhausted an ordinary employment subsidy and having waited at least 1 month from the exhaustion of the ordinary subsidy registered as a job seeker (having to prove actions that an active job search has been carried out).	<ul style="list-style-type: none"> • Involuntarily unemployed. • Not being of retirement age. • Not to work as an employee. • Have dependent children or spouse under 26 years of age. • Not having a monthly income of more than 75% of the Minimum Wage in force. Likewise, the sum of all the income of the family unit, divided by the number of members that compose it, cannot exceed said 75%. • Not be entitled to receive other benefits. • Not having previously received assistance from the Employment Activation Program. • Not having received the SED before. 	<p><u>Duration:</u> Maximum 6 months.</p> <p><u>Amount:</u> It will depend on the percentage determined by the IPREM. For example, in 2023 it is 80% of the IPREM, which translates to 480 euros per month.</p>

d. Aid for families

Type of assistance	Sub-type	What does it consist of?	Eligibility	Duration and amount
Numerous families	General	<p><u>Being a numerous family</u> allows beneficiaries to enjoy certain discounts and other assistance.</p> <p>This situation is accredited by means of the numerous family card, issued by the units of the Autonomous Communities and city councils.</p>	<p>The <u>requirements</u> to be considered a "numerous family" vary depending on the Autonomous Community. Generally, there are two types of numerous families:</p> <ul style="list-style-type: none"> • General: 3 or 4 children. • Special: 5 or more children. <p>Consult the conditions of your <u>Autonomous Community</u> here.</p>	<p><u>Numerous family status - duration:</u> Remains in force until the youngest child reaches the age of 21 if he/she starts working, or 26 if he/she is still studying.</p>
	Social Security benefits	<p>Bonus of the quotas. When both parents (numerous family) or at least one of them (special family) work outside the home and hire a person to take care of the children, 45% of the Social Security contributions may be discounted.</p>		
	Tax assistance	<p>Personal Income Tax (IRPF) Family Check – deductions. With this check you deduct 1,200 euros per year in the IRPF (numerous family) or 2,400 euros per year (special family). Respectively, you can request in advance 100 or 200 euros in advance, depending on whether you are a large or special family (for this you must be contributing to Social Security). More information can be found <u>here</u>.</p>		
	Discounts and	<p>Housing: Electricity tariff vouchers, benefits for accessing subsidized housing, supermarkets, etc.</p>		

	other assistance	Education. Preference for scholarships, tuition exemption or reduction, school lunchroom discounts, etc.		
		Transportation. Discounts on buses, trains, etc. (both public and private).		
		Fees. Discounts on fees for renewal of ID cards or passports, competitive examinations, etc.		
		Cultural and leisure activities. Discounts in museums, cinema, theater, etc.		
Single mothers	Tax Agency	Maternity income deductions. The allowance is incompatible with the IMV child support supplement.	Women with children under 3 years old who: <ul style="list-style-type: none"> • During the birth they were receiving unemployment benefits or were registered with the Social Security or mutual insurance company. • After the birth, they have been registered and have paid contributions for a minimum period of 30 days. 	The maximum amount is €1,200 per year for each child. Can be applied -when filing your income tax return -applying for advance payment (form 140)
		Income tax deductions for ascendants with two children, separated or not married.	For mothers: <ul style="list-style-type: none"> • Whose children do not receive child support annuities. • Who are entitled to the full minimum per descendant. • Who meet any of the following requirements: <ul style="list-style-type: none"> ○ Are registered with the Social Security or Mutualidad. ○ Receive unemployment benefits or benefits paid by the Social Security or Pension Fund. ○ Are a professional not integrated in the RETA and receive from the alternative mutual benefit plans, benefits analogous to the above. 	The maximum amount is €1,200 per year. Can be applied -when filing your income tax return -applying to for advance subscription (model 143) Note: In the case of adopted children or foster children, the deduction will be made during the three years following the date of registration in the Civil Registry.
	Social Security	Financial benefit for the birth or adoption of a child.	For single mothers (single-parent families) who: <ul style="list-style-type: none"> • Are legally resident in Spanish territory. • Do not receive annual income in excess of the limits established annually in the corresponding General State Budget Law. • Are not entitled to benefits of the same nature under any other public social protection scheme. 	The amount allocated will be €1,000

Note: to explore more benefits of numerous family status, you can consult the [dedicated website of the Spanish Federation](#)

of Numerous Families.

e. Aid for young women

Type of assistance	What does it consist of?	Eligibility	Amount
Housing assistance program	Facilitate the enjoyment of decent and adequate housing, through rental or purchase assistance for housing in municipalities with less than 5,000 inhabitants.	Young people up to 35 years old with income in the cohabitation unit lower than: -3 IPREM (general) -4 IPREM for general numerous families -5 IPREM special numerous families	Rental assistance (monthly) -up to 50% of the rent -up to 30% if the rental value is between €601 and €900.
			Acquisition assistance -Up to €10,800 with a limit of 20% of the purchase price (less than €100,000).
Youth Card (EYCA)	It is a youth card valid at European level.	Young people from 14 to 30 years old, residents of the Autonomous Community.	Varies from offer to offer. Discounts are offered on leisure, restaurants, transportation, technology, clothing, training and office supplies, among others.
Student card	There are different types: -those issued by universities -issued by organizations that grant discounts	Students with a valid university or other institution email address.	
Young cultural voucher	The Bono Cultural Joven is a direct aid to young people to purchase and enjoy cultural products and activities (such as tickets for performing arts, live music, cinema, museums, books, libraries, magazines, newspapers, CDs, digital subscriptions, etc.).	Those who turn 18 years old.	400 euros in the form of a prepaid card.

f. Aid for situations of extreme poverty - Social canteens

1. What are soup kitchens?

These are places that provide food in a beneficial way to those in severe poverty.

2. How do I access your services?

There are soup kitchens that give food to anyone who stands in line, without any requirements. However, there are many others that are accessed through the Social Services center of the municipality or autonomous community. The general requirements for access are:

- Be of legal age.
- To be registered in the territory.
- Not having sufficient income.
- Accept social services follow-up.

Consult the specific requirements for each area or dining room through the social services website of your place of residence.

g. Institutions of interest

Below are a number of organizations and associations whose activities include helping refugee women (and their families).

Many of them, in addition to helping people in need, offer the possibility of collaborating through volunteering, which is a good way of integrating into the Spanish community, as well as fostering certain professional skills and making contacts.

i. Red Cross

This worldwide humanitarian movement was founded with the purpose of carrying out humanitarian work in disasters and armed conflicts. In Spain, being in charge of the reception and the first psychosocial accompaniment of the people who arrive, its actions for refugees are focused on:

- Meet their basic needs.
- To help them psychologically.
- Provide them with legal assistance.
- Reinforce their competencies and skills to promote their personal autonomy.
- Promote networking and citizen participation.

In addition, they carry out awareness programs on the reception and integration of applicants for international protection in Spain.

ii. Caritas

The assistance program carried out by Caritas for Afghan refugee families includes:

- Support in subsistence economic endowments.
- Helps from:
 - Food.
 - Household furnishings.
 - Hygiene products.
- Job and housing search in collaboration with other organizations in the sector.

iii. Action Aid

Ayuda en Acción is an organization whose focus is on children and adolescents. However, they offer the "Women in Action" program, through which they seek to promote the integration, employment and empowerment of mothers without work or with precarious jobs in Spain.

One initiative of this project is "Ellas Conducen" with the collaboration of Midas. The aim of the program is to make women at risk of exclusion more independent by acquiring a driving license.

iv. UNHCR

The UN Refugee Agency provides information on topics such as:

- Health and healthcare
- Housing and social assistance
- Free education and courses

Its main line of action is the organization of programs to protect the rights and welfare of asylum seekers and refugees in Spain.

v. Spanish Commission for Refugee Aid (CEAR)

The Spanish Commission for Refugee Aid offers services of:

- Translation and interpretation, to facilitate social inclusion.
- Labor intermediation, to find or improve the employment of refugees.
- Training and job placement.
- Legal assistance.
- Distribution of basic equipment.

9. APPLICATION FOR SPANISH NATIONALITY

a. Can I apply for Spanish nationality?

Yes, those persons who receive refugee status may apply for Spanish nationality after 5 years of legal residence in the country (art. 22 of the Civil Code). In addition, the interested person must demonstrate good civic conduct and a sufficient degree of integration into Spanish society.

b. How do I apply for Spanish nationality?

- Fill out the corresponding application form. In case of submitting it via the electronic site, the form will be completed online.
- Pay the fee of 104,05€ in a financial entity collaborating with the Tax Agency, taking the form with your data. Other documents to be presented:
 - Standard application form.
 - TIE.

- Complete and valid passport from country of origin, original and photocopies of all pages (if applicable).
- Birth certificate of the person concerned, duly translated and legalized (if applicable).
- Criminal record certificate from your country of origin, translated and legalized, in accordance with existing international conventions or consular certificate of conduct issued on the basis of consultation with the competent authorities of the country of origin, translated and legalized (if applicable).
- TIE stating your status as a refugee.
- Blue Passport of the 1951 Geneva Convention (if available).
- Certificate from the Office of Asylum and Refugee of the Ministry of the Interior (this certificate will be valid for six (6) months from the date of issue) stating:
 - First and last name.
 - Date and place of birth.
 - Names of parents.
 - That he maintains his refugee status.
- Diplomas from the Cervantes Institute of:
 - Test of constitutional and sociocultural knowledge (CCSE)
 - Spanish language proficiency test (DELE).

Note: It can be substituted by the authorization of consultation to the Ministry of Justice consigned in the application form. The knowledge of Spanish can be accredited by means of the contribution of the official certificates of the teachings of Spanish as a foreign language, the certificates of Aptitude and the Academic Certificates of Elementary Cycle, issued by the Ministry of Education, Culture and Sport, competent Councils of the Autonomous Communities, or Official Schools of Languages.

- Submit the application through the Electronic Office of the Ministry of Justice.

IV. ACADEMIC PROCESSES

Recognition of the academic studies of the Afghan refugees and their family members, in Spain.

1. BASIC CONCEPTS: LEGALIZATION, CERTIFIED TRANSLATION OF DOCUMENTS AND AUTHENTIC COPIES

This section was included to provide a brief overview of three basic proceedings that are required for most of the administrative procedures explained in the following sections of this document.

a. Legalization of Documents (Legalización de Documentos)

The legalization of documents is a process of authentication that grants validity to a public document that was issued abroad, after the authenticity of its signature has been verified.

Most of the documents that have to be submitted in order to apply for the academic processes explained below, will need to be properly authenticated in the country of origin, upon the original document, never upon a photocopy.

There are three possible ways of authenticating a document:¹⁰

i. Apostille Convention of the Hague: applicable to the documents issued in any of the countries that have signed the Convention treaty. The documents will be authenticated by means of an “apostille” issued by the foreign authorities of the country that produced the documents.

ii. Legalization of foreign documents abroad (Diplomatic Means): for this proceeding, the documents will need to be stamped (verified) by the Department of Education¹¹ (or the Department that ultimately granted the document), the Department of Foreign Affairs, and the Spanish Embassy or Consulate in the pertinent country.

iii. Legalization of foreign documents in Spain: the documents can be legalized through diplomatic means in the Spanish Ministry of Foreign Affairs (MAEUEC). The Department will then contact the foreign embassies and consulates in Spain, which will issue the legalized documents.

Important Information: for the time being, Afghanistan has not signed the Convention Treaty, thus the second measure will not be applicable to documents issued in Afghanistan. For additional information on the countries that have signed the Convention Treaty, please visit [this link](#) found in the official website of the Spanish Ministry of Foreign Affairs.

b. Certified Translation (Traducción Jurada)

All the documents that were issued abroad, will need to be translated into Spanish. This translation will be certified by the **Language Interpretation Office** of the Ministry of Foreign Affairs (*Oficina de Interpretación de Lenguas del Ministerio de Asuntos Exteriores*), or by a

¹⁰ For more information on the legalization of documents you can access the [official website of the Spanish Ministry of Foreign Affairs](#), in which these proceedings are explained.

¹¹ In order to authenticate academic documents, you will need the verification and stamp from the Department of Education. However, for other documents, you should refer to the Department that ultimately granted authority to the document that you wish to legalize.

sworn (certified) translator-interpreter, who has been certified by the Ministry.¹²

Alternatively, you can obtain a certified translation through diplomatic representation in the Spanish embassies and consulates abroad, or through an official translator abroad, whose signature has been legalized.

In an attempt to make this process easier, the Language Interpretation Office provides a list of all the translators-interpreter certified by the Ministry of Foreign Affairs, and the languages for which they have been authorized.¹³ The list is updated regularly, and uploaded on the official website of the Ministry of Foreign Affairs (section *Translators -Sworn Interpreters in Citizen Services*).

c. Authentic Copy (Copia Auténtica)

An authentic copy (also referred to as verified copy) is a faithful reproduction of the content found in the original document. The competent authority (the state, autonomic, or local authority)¹⁴ that issued the original copy of the document will also provide an authentic copy of the original, if requested. The authentic copy will be as valid as the original document, and thus, will have the same effects as the presentation of the original copy.¹⁵

On the other hand, a certified or notarized photocopy can be obtained in any of the Registry Offices. To do so, you simply have to submit the original document, which will be returned to you upon doing an electronic copy of it. This electronic copy will be the one that you will need to submit along with the application for any of the academic proceedings that request it.

A certified or notarized photocopy is verified and stamped on the spot, but unlike an authentic copy, a certified copy will not speak to the authenticity nor validity of the original, it simply proves that the photocopy is an exact replica of the original.

For the academic proceedings explained in the following sections, you will be asked to submit an **authentic copy** of your documents. In this case, the Administration is not referring to the definition explained above, as said copy will be produced on the spot in the administrative offices where your application will be processed, at the moment of submitting all the documents needed. These will be scanned and attached to your application, and so the original documents will be returned to you, on the spot.

2. RECOGNITION OF FOREIGN ACADEMIC DEGREES ¹⁶

The recognition of foreign academic degrees can be achieved through three different proceedings: homologation (homologación), equivalence (equivalencia) or validation and

¹² In accordance with [Law 29/2015, of July 30](#), as a modification to Law 2/2014, of March 25.

¹³ For more information on Certified Translations visit the [official website of the Spanish Ministry of Foreign Affairs](#).

¹⁴ In accordance with the provision in Article 27 of [Law 39/2015, of October 1st](#), the Public Administration will determine the competent administrative body that can issue said copies. Nevertheless, said copies can only be produced by authorized civil servants, or through an automatic administrative process.

The Spanish Administration has published a Registry of Authorized Civil Servants (Registro de Funcionarios Habilitados), in which there is record of the public officials authorized to do specific tasks, such as producing said copies.

¹⁵ The validity of an authentic copy is regulated by [Law 39/2015, of October 1st](#).

¹⁶ Applicable Regulations: [Royal Decree 889/2022, of October 18](#).

partial validation (convalidación y convalidación parcial). The purpose of all three procedures is to have the studies that were completed abroad, recognised in Spain.

a. Effects and Differences: Homologation, Equivalence and Validation

	Homologation	Equivalence	Validation/ Partial Validation
Definition	The result of the homologation of both university and non-university degrees is that the foreign degree is equivalent to a Spanish one. That means that the homologated foreign degree will have the same academic effects as a Spanish one. It is necessary to apply for the homologation of the university degrees (both Bachelor and Masters degrees) if one wishes to practice any of the regulated professions in Spain.	The result of this process is the same as that of the homologation process. However, one should only apply for this process if they wish to recognise a degree that grants access to a non-regulated profession; ¹⁷ or, a degree that grants access to a regulated one, but one does not wish to practice it.	The process of validation allows for the continuation of non-university studies that were initiated abroad, but have not been concluded, in Spanish teaching centers. The process of partial convalidation recognises unfinished university studies , or all those studies that require a Master's degree in order to practice in Spain; or all those degrees, which were denied homologation.
Degree that will be obtained.	The foreign degree will serve the same purposes as an equivalent Spanish one, allowing to practice regulated professions..	The foreign degree will serve the same purpose as an equivalent Spanish one. This process will not qualify for regulated professions..	Recognition of official foreign studies, both finished or unfinished, as partial Spanish studies, allowing their completion in Spain.
To which degrees do they apply?	University degrees , if one wishes <u>to practice a regulated profession</u> . Non-university studies , to access higher studies, or some specific job posts that could demand the homologation of your school degrees as a requirement.	University degrees that do not grant access to regulated professions, or those degrees that do, but which one does not wish to practice. The equivalence of non-university degrees <u>cannot</u> be requested.	Foreign unfinished studies (both university and non-university studies), or degrees that grant access to regulated occupations which require a Master's degree to practice, or all those degrees, which were denied homologation; so that they can be finished in Spain.
Will I have to attend additional studies?	Only for some specific cases.	No.	Yes, necessarily.
Competent Authority	Ministry of Education. In the case of university	Ministry of Education. In the case of university	Ministry of Education. In the case of university degrees,

¹⁷ The non-regulated occupations in Spain include all the occupations excluded in the list of regulated occupations in the Annex (Referencias para el Procedimiento de Homologación) of the [Royal Decree 889/2022, of October 18](#).

	degrees, the applications will be processed by the Ministry of Universities, except for PhDs, which will be processed directly through the Spanish university of your choice.	degrees, the applications will be processed by the Ministry of Universities.	the applications will be processed directly through the Spanish university where you choose to continue your studies.
Simultaneidad	<p>Homologation and equivalence of the same degree can be requested simultaneously, but through <u>two different procedures</u>.</p> <p>Validation and equivalence of the same degree can be requested simultaneously, but through <u>two different procedures</u>.</p> <p>Partial validation and homologation of the same degree cannot be requested simultaneously.</p>		

If in doubt, where can I find more information?

For more information regarding the processes of homologation, validation and equivalence of academic degrees and studies, visit the section of [frequently asked questions about university degrees](#), or the section on [frequently asked questions about non-university degrees](#).

Additionally, you can contact the Ministry electronically through the official website of [the Ministry of Education](#) or [the Ministry of Universities](#); or by telephone dialing 060, Monday to Friday from 9.00 am to 7.00 pm, or Saturdays from 9.00 am to 2.00 pm.

b. Spanish Educational System¹⁸

The current Spanish education system is divided into two big groups: non-higher education (basic education) and higher education.¹⁹

- The group of **non-higher education** is in turn divided into three main stages:
 1. Early childhood education (Educación Infantil), for 3 to 5-year-olds.
 2. Primary Education (Educación Primaria), for 6 to 12-year-olds.
 3. Secondary Education (Educación Secundaria), for 13 to 18-year-olds. This last stage includes Compulsory Secondary Education (Educación Secundaria Obligatoria, o ESO), until 16 years of age; Basic Level Training Cycles on Occupations, or Basic Level Formative Degrees on Arts or Sports (Ciclos Formativos de Grado Medio de Formación Profesional, Artística y Deportiva), for 16 to 18-year-olds; and finally, Bachillerato, for 16 to 18-year-olds.²⁰

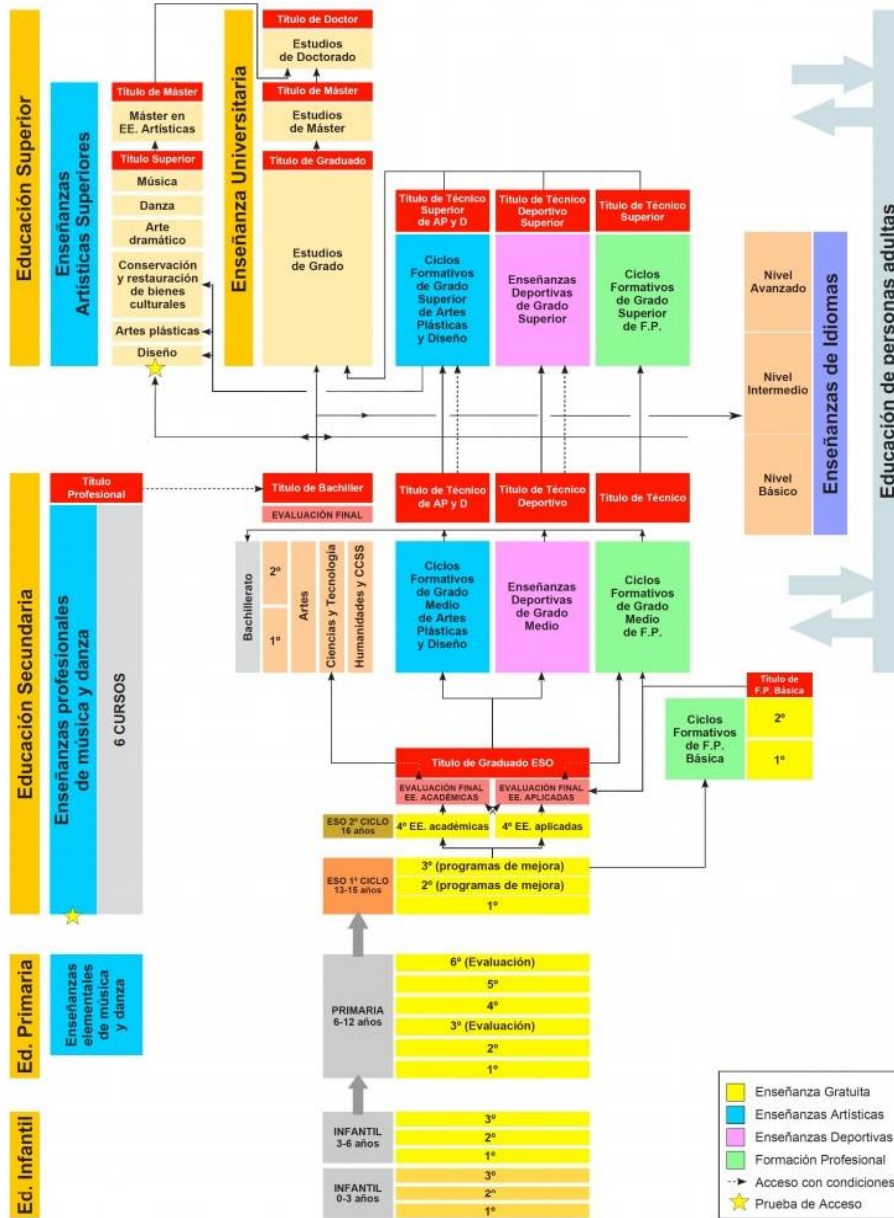
- The group of **higher education** includes the following:
 1. University studies.
 2. Higher artistic education.
 3. Higher sports education.

¹⁸ Spain's current education system is regulated by [Organic Law 3/2020, of December 29](#).

¹⁹For more information on the Spanish Education System, visit the [official website of Eurydice](#), where you will find detailed information regarding the education systems of all the countries in the European Union and their structure.

²⁰ It is important to bear in mind that students will only be able to choose one of the academic paths listed for the last two years of their secondary studies, that is, if they choose Bachillerato they will not be able to access the Basic Level Training Cycles, and vice versa.

4. Higher Level Training Cycles for Occupational Education and Arts.
5. Language education: taught in the Official Language Centres (*Escuela Oficial de Idiomas*).



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²¹ The diagram of the Spanish Education System included above was found in the [official website of the Spanish Ministry of Education.](#)

c. Application process for homologation, equivalence and validation

i. University Studies

The category of university studies includes all the degrees obtained at university: Bachelor's degrees (Grado), Master's degrees (Máster) and PhD or PhDs (Doctorado).²²

These university studies grant access to a wide range of occupations, which are classified as regulated or non-regulated occupations, by the Spanish Ministries of Education and Universities. The following requirements and proceedings will be classified following this same distinction.

The homologation of university degrees will be processed by the **Spanish Ministry of Universities**.

a. Shared Characteristics of the Processes of Homologation and Equivalence

1. Documentation Requirements

a. *What documentation do I need to provide in order to request the homologation or equivalence of my university degree?*

To be able to submit the application for either one of these two processes, it is obligatory to provide the following documents as well:²³

1. Identity document (ID), issued by the authorities of your country of origin.²⁴ In the case of refugees, they can submit their “White Paper” (Hoja Blanca), “Red Card (“Tarjeta Roja”)” (Tarjeta Roja) or TIE card, as appropriate.²⁵
2. Official university degree that is to be homologated or declared equivalent.²⁶
3. Academic certificate of the foreign university studies, that qualified for the obtaining of the university degree. The certificate should include the duration of the studies (number of academic years), the subjects enrolled, and their work hours or corresponding academic credits (ECTS, European Credit Transfer and Accumulation System).
4. Payment receipt that proves that the mandatory Fee 107 was paid.
5. Statement of truthfulness, signed by the person requesting the process, by which he or she attests to the authenticity and truthfulness of the documents and information provided.

²² The process of the declaration of equivalence for PhD is different from the process of homologation or equivalence of the rest of university degrees. For more information on the equivalence of PhD check [this](#) section.

²³ Nevertheless, in order to request the homologation of a university degree that grants access to the practice of a regulated profession, you must also provide a certificate of language proficiency, of at least B2 level. For more information check [this](#) section, where you will find a detailed explanation of the language requirements for the homologation of university degrees.

²⁴ In accordance with [Royal Decree 522/2006, of April 28](#), the foreigners residing in Spain will not need to submit a copy of their identity document, as the Ministry will check and verify your identity by itself. Nevertheless, you can always refuse this verification, in which case, you will have to submit a photocopy of your identity document.

²⁵ For more information on the “White Paper” (Hoja Blanca), “Red Card” (Tarjeta Roja) and TIE card, click [here](#).

²⁶ In some circumstances, the official degree can be replaced by a certificate that proves that the degree was in fact issued.

Important Information: all documents issued abroad, except those issued within the EU, EEA or Switzerland, in this case, the second (2) and third (3) documents must be properly legalized and officially translated into Spanish.²⁷

¿Are there any exceptions for the beneficiaries of the temporary protection program (Régimen de Protección Temporal)?

The Second Transitory Provision (Disposición transitoria segunda) of Royal Decree 889/2022, of October 18 includes a series of exemptions applicable to the beneficiaries of the temporary protection regime (Régimen de Protección Temporal).

The beneficiaries of said regime will be able to start the process of homologation or equivalence, without submitting the documents required. Instead they will need to provide a statement of truthfulness, by which they attest to the truthfulness of the information they are providing. Nevertheless, it is important to take into consideration that this exception **does not exempt the applicants from ever submitting the original documents** requested, as the documents requested must be submitted before the process is concluded.

2. Fees

- b. *Do I have to pay a fee to apply for the homologation process or the declaration of equivalence of a university degree?*

Yes, in order to be able to start **the process of homologation or equivalence** of any foreign university and non-university degree, it is compulsory to pay a fee.²⁸

In fact, the payment receipt is one of the essential requirements that needs to be submitted along with the application, to be able to start the proceedings. If evidence of the payment were not presented then the Ministry will request the amendment of the application within ten (10) days. If it were not amended, then the application will automatically be canceled.

- c. *What fees do I have to pay to have my degree recognized or to apply for equivalence?*

For the purpose of requesting the homologation or equivalence of a university degree, it is necessary to pay Fee 107, through Model 790 (Universities).²⁹

The amount that needs to be paid varies depending on the degree, the references applicable are the following.³⁰

Requests	Euros
Application for homologation to a Spanish university degree of Graduate (Licenciado), Engineer or Architect.	80
Application for homologation to a Spanish university degree of Graduate (Diplomado), Technical Engineer (Ingeniero Técnico) or Technical Architect (Arquitecto Técnico).	40

²⁷ For more information regarding the process of legalization of documents, and the certified translation, refer to [this section](#).

²⁸ According to the Eighth Final Provision (*Disposición Final Octava*) of Law 15/2014, of September 16, as a modification to Article 28 of Law 53/2002, of December 30, which regulates the public fees for this process.

²⁹ On [the official website of the Ministry of Universities](#) ("*Fee 107 ("Model 790")*") you can check the explanation of the Fee 107 offered by the Ministry, and you can also download "[Model 790 \(Universities\)](#)" that you will need to pay the fee.

³⁰ According to the Eighth Final Provision (*Disposición Final Octava*) of Law 15/2014, of September 16, as a modification to Law 53/2002, of December 30, which regulates the public fees for this process.

Application for homologation of a Spanish Bachelor's or Master's degree.	160
Application for equivalence to a Spanish degree and academic level.	160

If the degree that you wish to process is not expressly mentioned in the table above, the amount corresponding to the equivalent degree or studies due to its effects or academic level will be applied.

Important Information: the fees mentioned above are regulated by [Law 15/2014, of September 16](#), which was consulted in May 2023. However, it is important to consider that said fees can change over the years, so it is always advisable to check the latest changes regarding public fees, before starting the application. To do so, visit the [official website of the Ministry of Universities](#).

d. *How do I pay Fee 107?*

Fee 107 can be paid as follows:

1. In person at a bank, using “Model 790 (Universities) for Homologation.”³¹ You must submit the completed form at any Bank, Savings Bank or Credit Union that collaborates on public collection.

The form is made up of three identical copies of the same document: the first page will be submitted along with the application form as the payment receipt, the second page is for you to keep as a receipt; and the third page is for the bank.

Important Information: Bear in mind that the downloaded model is one-of-a-kind, as each one has a specific identification number (*Nº de Justificante*) that changes every time that the model is downloaded. Therefore, under no circumstances should you make a copy of the model. The model already has the three copies needed to complete the application and pay the fee at the bank. In the event that you may need to restart, download the model again.

2. Electronically, through the Electronic Office of the Spanish Ministry of Universities (*Sede Electrónica del Ministerio de Universidades*) using cl@ve,³² to make a bank transfer, or with a credit card.
3. From abroad, through a bank transfer.³³

¿Are there any exceptions for the beneficiaries of the temporary protection program (Régimen de Protección Temporal)?
 The Second transitory provision (Disposición transitoria segunda) of [Royal Decree 889/2022, of October 18](#) includes a series of exemptions applicable to the beneficiaries of the temporary protection regime (Régimen de Protección Temporal).

 In accordance with the fourth point of said provision, **the payment of the fee mentioned above will not be required until the preliminary investigation (instrucción) is over**, that means that you will not have to

³¹ The “Model 790 (Universities)” can be found on [the official website of the Spanish Ministry of Universities](#), along with a detailed explanation of the fee that needs to be paid and the different ways to pay it. On the same page you will be able to generate the necessary model needed to pay the fee, in [this link](#) you can find an example of the form.

³² You will find more information on how to register in the Electronic Office of the Ministry through the cl@ve system in [this](#) section.

³³ For more information on how to pay Fee107 from abroad, you can consult the [Ministry's web page](#), where the financial information for the transfer is included..

pay the fee until the Administration has finished reviewing the application and verifying the documents enclosed, in order to reach their final decision.³⁴ These processes tend to be slow, and thus the “instrucción” phase (preliminary investigation) can last several months.

3. Procedure

e. *When do I have to submit the application to request the homologation or equivalence of my university degree?*

There is no deadline for the submission of the application, it is permanently open. Nevertheless, the applications will be processed in order of submission.

f. *How do I submit my application for homologation or equivalence?*

The process will start the moment when the application is submitted. It is important to take into account that the submission hereof has to be done electronically,³⁵ through the Electronic Office of the Ministry of Universities (*Sede Electrónica del Ministerio de Universidades*).³⁶ To do so it is imperative that you use the cl@ve system³⁷ or the digital certificate to identify yourself. As the process is done electronically, it can also be submitted abroad or through a representative (with a power of attorney).³⁸

Once you start the process through the Electronic Office, the system will guide you through all the specific steps that you will need to follow, like for instance, how to attach the documents.

³⁹ Bear in mind that the documents mentioned above (see this section) must have been previously scanned.

Moreover, once the application has been submitted, you will be able to check the status of your application, in the Official Site of the Ministry:⁴⁰

³⁴ When filling out the application, you should select the option “Exento de pago” (*Exempt from paying*) in the section “Datos de Pago” (*Payment details*); and attach the pertinent documents, in order to justify that you are a beneficiary of the Temporary Protection Regime (*Régimen de Protección Temporal*).

³⁵ In accordance with Article 14.3 (Derecho y obligación de relacionarse electrónicamente con las Administraciones Públicas) of Law 39/2015, of October 1, the Public Administration can oblige citizens to interact with them through electronic means for some procedures. Which is why, there is no possibility of starting the application physically at an office, it needs to be done electronically.

³⁶ The process of homologation is explained in the website of the Electronic Office of the Ministry of Universities.

³⁷ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, please go to this section.

Alternatively, there is the possibility of using a username and password, which must be created at a Ministry office, physically beforehand.

³⁸ For more information regarding the power of attorneys and the process for authorizing someone to act on your behalf, visit the website of the Electronic Registry of Powers of Attorney. You will be able to access the registry with the cl@ve system.

³⁹ The Ministry of University recommends attaching the documents in PDF format.

⁴⁰ You will be able to check the status of your application on the Electronic Office of the Ministry of Universities. To access the process, you will have to identify yourself using the cl@ve system and your identity document, used to fill in the application.

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Consulting the Status of a Record (Recognition of Equivalence and Accreditation)

Consulting the status of a record (Recognition of Equivalence and Accreditation)

CONSULTING THE STATUS OF A RECORD (RECOGNITION OF EQUIVALENCE AND ACCREDITATION)

PRIOR OBSERVATIONS:

- Only users registered on the website or who identify themselves using CL@VE may consult their applications. Third parties may not consult applications.
- These consultations are NOT authorised for agents.
- The identity document requested in the form must match the document used to begin the application.
- If users register using a user name and password, they must correctly enter their ID document number, name and surname(s), to allow the system to locate their record.

[Acceder al Procedimiento](#)

g. *What does the process of homologation or equivalence consist of?*

After the application is submitted, the Administration follow four main steps, until reaching a decision:

1. Preliminary Investigation (Instrucción): review of the application and verification of the information and documents provided.
2. Resolution Proposal for the Committee on Technical Analysis of Homologation and Equivalence (Propuesta de Resolución a la Comisión de Análisis Técnico de Homologaciones y Declaraciones de Equivalencia): the proposal is made after the application has been thoroughly reviewed.
3. Hearing (Audiencia): the applicant will have the possibility of having a hearing, in case the decision was negative or conditional, to be able to appeal the proposal or submit additional information if needed.
4. Final Decision (Resolución Definitiva): will be issued by the head of the Ministry of Universities.

4. *Final Decision (Resolución)*

h. *What is the resolution of my application?*

The final decision of all applications is formalized by means of a "credential," a document issued by the Subdirección General de Títulos y Ordenación, Seguimiento y Gestión de las Enseñanzas Universitarias of the Ministry of Universities (*Sub-directorate General for Degrees and Organization, Monitoring and Management of University Education*), which will indicate whether the homologation or equivalence of your degree is granted.

The credential will be sent electronically in digital format. If the final decision is positive or favorable, then the credential will have the same validity as a Spanish university degree of the same academic level.

i. *How can my application be resolved?*

The final decision will be one of the following:

- **Positive (favorable)**, if the homologation or equivalence is granted.
- **Negative (unfavorable)**, if the homologation or equivalence is denied, because the

university degree does not meet the necessary requirements.

- **Conditional**, if the Ministry requests additional documents, or requests the amendment of the information already submitted. Additionally, the final decision can be conditional to supplementary studies, that is, the applicant may be asked to complete some additional studies or internships in order to receive the homologate or declare their degree equivalent.

All applicants will receive their final decisions within six (6) months since the submission of their application through the Electronic Office of the Ministry.⁴¹

j. *What criteria does the Ministry follow in order to reach a decision?*

The final decisions (resoluciones) follow a set of criteria (basic and specific ones), as set forth in Article 11 of Royal Decree 889/2022, of October 18.

k. *Can I appeal the decision?*

If the decision has been negative (unfavorable), then the applicant can contest it through a formal appeal referred as “*recurso potestativo de reposición*” before the administrative body that issued the final decision. You will have a month (1) from the day following the notification of the final decision to appeal (the deadline will be due on that same day of the following month, regardless of the number of days that make up the particular month). The Administration will in turn, have another month to rule on the appeal.⁴²

Once the judge has ruled on the appeal, whether it has been expressly resolved or is implied to be rejected (silencio administrativo negativo), the applicant may contest the decision by filing another formal appeal referred as “*recurso contencioso-administrativo*” before the Court of Contentious-Administrative Proceedings (*Tribunales de la Jurisdicción Contencioso-Administrativa*).⁴³ To initiate this procedure you will have a period of two (2) months, from the day following the day of the notification of the resolution of your request (the period is counted in the same way as for the previous procedure).⁴⁴

If in doubt, where can I find more information?

For more information regarding the processes of homologation or equivalence of university degrees, visit the section of frequently asked questions about university degrees.

Additionally, you can contact the Ministry electronically through the official website of the Ministry of Universities; or by telephone dialing 060, Monday to Friday from 9.00 am to 7.00 pm, or Saturdays from 9.00 am to 2.00 pm.

ii. Intention of Practicing a Regulated Profession - Homologation (Homologación)⁴⁵

The process of homologation of university degrees is aimed at the university degrees that give access

⁴¹ Art 18, Royal Decree 889/2022, of October 18.

⁴² Art. 124, Law 39/2015, of October 1, of the Administrative Procedure. Common of Public Administrations

⁴³ Art. 123 of Law 39/2015, of October 1, of the Common Administrative Procedure of the Public Administration.

⁴⁴ Art. 46, Law 29/1998, of July 13, 1998, regulating the Contentious-Administrative Jurisdiction.

⁴⁵Applicable Regulations: Royal Decree 889/2022, of October 18, which establishes the conditions and procedures for the homologation, equivalence and validation of university degrees from foreign educational

to the exercise of a regulated profession.

a. *Which professions are considered regulated professions in Spain?*

<p>At the moment, there are 36 regulated occupations in Spain.⁴⁶ These professions belong to the healthcare, technical, educational and legal sector.⁴⁷ The regulated occupations in Spain are the following:</p>	
Legal Sector	Legal Professionals: Lawyers and Court Agents (Procuradores).
Healthcare Sector	Medicine, Veterinary Medicine, Nursing, Physical Therapy, Odontology, Pharmacology, Speech Therapy, Optometry, Podiatry, Occupational Therapy, Dietetics and Nutrition, and Psychology.
Technical Sector	Civil Engineering, Mining Engineering, Industrial Engineering, Aeronautical Engineering, Agricultural Engineering, Forest Engineering, Naval Engineering, Communications and Network Engineering, Architecture, Technical Mining Engineering, Technical Aeronautical Engineering, Technical Agricultural Engineering, Technical Forest Engineering, Public Construction Engineering, Technical Naval Engineering, Technical Industrial Engineering, Technical Communications Engineering, Technical Civil Engineering, and Technical Architecture.
Educational Sector	Preschool teacher in Educación Infantil; School teacher in Educación Primaria; High-school teacher in Educación Secundaria Obligatoria, Bachillerato, Occupational Education and Language Education.

If you wish to practice any of the regulated professions listed above, then you must request the homologation of the corresponding university degree. This process can only be started if the degree does in fact grant access to any of the occupations listed above.⁴⁸

1. Requirements

a. *Who can apply for the recognition of a university degree?*⁴⁹

Anyone that has a university degree issued by a foreign official educational institution, which qualifies for the practice of a regulated profession⁵⁰ in Spain.

systems and regulates the procedure to establish the correspondence to the level of the Spanish Qualifications Framework for Higher Education of official university degrees belonging to previous academic systems.

⁴⁶ You can access the list of all the regulated professions in Spain, together with the Regulatory Orders for each one of them, in the Annex (Referencias para el Procedimiento de Homologación) of [Royal Decree 889/2022, of October 18](#).

⁴⁷ For more information on the regulation of the regulated professions of Law and Court Agency, please refer to [Law 34/2006, of October 30](#), on access to the professions of lawyers and court agents.

⁴⁸ At the beginning of this section, in the green table, you will find information on what a regulated profession is and a detailed list of which professions are considered regulated professions in Spain.

⁴⁹ In accordance with the information offered by the Spanish Ministry of Universities on their [official website](#).

⁵⁰ At the beginning of this section, in the green table, you will find information on what a regulated profession is and a detailed list of which professions are considered regulated professions in Spain.

b. *Are there any specific requirements for the university degree in order to apply for its homologation?*

Yes, all foreign degrees that one wishes to homologate must meet the following requirements:⁵¹

1. The foreign university degrees must be officially recognized in their country of origin, which means that they must have been issued by a university or other official institutions for higher education.
2. The foreign university degree must be of the same academic level as the Spanish equivalent one, to which one wishes to homologate it.
3. The curriculum of the foreign degree must include the fundamental knowledge and competencies found in the Spanish equivalent degrees. Additionally, they must include the basic knowledge and competencies established by the applicable law that regulates the specific profession that one wishes to practice.

Please refer to [Royal Decree 1424/1990, of October 26](#), for more information regarding the compulsory subjects and competencies that need to be included in the syllabus of the foreign Law degrees, in order to practice Law in Spain.

It is important to take into consideration that despite having the subjects with the same title or description, the content, competencies and knowledge acquired may differ significantly, considering that the courses are subject to a different jurisdiction. Even for some applicants whose Law degree was issued in countries with the same legal roots (civil law), their homologation can be denied. In this case, the applicant can turn to validation as an alternative, so as to finish their studies in Spain.

c. *Which degrees may **not** be recognized?*⁵²

- Degrees obtained through work experience or unofficial university studies, if their workload represents more than 15% of the total academic credits.
- University degrees, i.e., those that are not officially regulated.

Important Information: Bear in mind that any foreign university degree can only be homologated to an equivalent Spanish degree, with the academic level of a Bachelor or Master's degrees,⁵³ with the exception of PhD, which follows a specific procedure, different from the rest of university degrees.⁵⁴

d. *What documents do I need to provide in order to apply for the homologation of my university degree?*

Please refer to [this](#) section, which explains the documentation requirements that must be fulfilled in order to request the homologation of any university degree.

In addition, the applicants must provide proof of language proficiency. The specific level may vary depending on the professions that you wish to practice, although you will need a minimum B2 level.

⁵¹ Art. 9, [Royal Decree 889/2022, of October 18](#) (Article 9).

⁵² These exclusions are included in Article 4 of [Royal Decree 889/2022, October 18](#).

⁵³ In accordance with Article 9 of [Organic Law 2/2023, of March 22, of the University System](#), university studies in Spain are structured only in three academic levels: Bachelor's Degrees, Master's Degrees and PhD.

⁵⁴ For more information on how to declare a PhD equivalent check [this](#) section.

The Spanish Ministry of Universities will consider any of the following diplomas as valid: ⁵⁵

- i. DELE (Diploma de Español como Lengua Extranjera), B2 level or higher.
- ii. B2 level official certificate, or higher, issued by the public administration through the Official Language Centres (*Escuela Oficial de Idiomas*).
- iii. Certificate of Proficiency in Spanish for foreigners issued by the public administration through the Official Language Centres (*Escuela Oficial de Idiomas*).
- iv. Official certificate issued in the educational institution where the applicant attended, that verifies that at least 75% of the courses were taught in Spanish.
- v. Official certificate that verifies that the non-higher education received prior to university was completed in Spanish.

¿Are there any exceptions for the beneficiaries of the temporary protection program (Régimen de Protección Temporal)?

The Second transitory provision (Disposición transitoria segunda) of [Royal Decree 889/2022, of October 18](#) includes a series of exemptions applicable to the beneficiaries of the temporary protection regime (Régimen de Protección Temporal).

The beneficiaries of said regime will be able to start the process of homologation or equivalence, without submitting the documents required. Instead they will need to provide [a statement of truthfulness](#), by which they attest to the truthfulness of the information they are providing. Nevertheless, it is important to take into consideration that this exception **does not exempt the applicants from ever submitting the original documents** requested, as the documents must be submitted before the process is concluded.

- e. *Are there any other additional requirements that I must meet in order to practice a specific regulated profession?*

Yes, almost all regulated professions have specific practice requirements. ⁵⁶

2. Fees

- f. *Do I have to pay a fee to apply for the homologation of my university degree?*

As mentioned in [this](#) section, the homologation of any university degree requires the payment of a fee (Fee 107). The payment receipt is one of the essential requirements for submitting the application for homologation (see [this](#) section).

3. Procedure

- g. *How do I apply for the homologation of a university degree?*

The submission of the application **necessarily takes place electronically**,⁵⁷ through the [Electronic Office of the Ministry of Universities \(Sede Electrónica del Ministerio de Universidades\)](#),⁵⁸ as explained in [this](#) section.

⁵⁵ This requirement is regulated by [Royal Decree 1137/2002, of October 31](#), which regulates the "diplomas of Spanish as a foreign language (DELE)".

⁵⁶ Please refer to [this](#) section for further details on the subsequent requirements you will need to meet in order to become a lawyer in Spain.

⁵⁷ In accordance with Article 14.3 (Derecho y obligación de relacionarse electrónicamente con las Administraciones Públicas) of [Law 39/2015, of October 1](#), the Public Administration can oblige citizens to interact with them through electronic means for some procedures. Which is why, there is no possibility of starting the application physically at an office, it needs to be done electronically.

⁵⁸ The process of homologation is explained in the website of the [Electronic Office of the Ministry of Universities](#).

- h. Which process should I select in the Electronic Office of the Ministry of Universities to start my application?

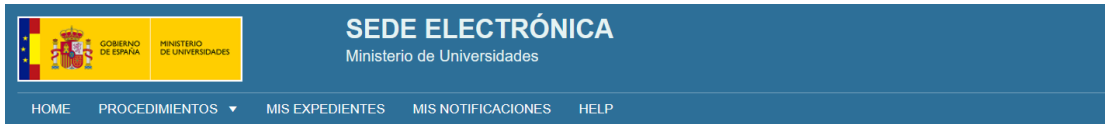
The process of homologation of university degrees is referred to by the Ministry of Universities as: “Homologación de títulos extranjeros de educación superior a títulos universitarios españoles de Grado o Máster que den acceso a profesión regulada en España,” (*Homologation of foreign higher education degrees to official Spanish university degrees or Master's degrees that give access to a regulated profession in Spain*), with SIA⁵⁹ number: 050580.

This is the main page of the Electronic Office of the Ministry of Universities (*Sede Electrónica del Ministerio de Universidades*):

Important Information: it is possible to change the language of the Electronic Office of the Ministry of Universities (*Sede Electrónica del Ministerio de Universidades*) into English in the upper right corner (“*Bienvenidos*”). However, it is important to note that not every section is translated.

Once the correct process has been selected, this is the page that should appear in your browser in order to start the homologation process:

⁵⁹ The SIA is the System of Administrative Information, which provides a detailed index of all the relevant information to the administrative formalities.



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Homologation of foreign higher education degrees to official Spanish university degrees or Master's degrees that give access to a regulated profession in Spain

Through this procedure you can request the homologation of higher education degrees granted by foreign institutions to official Spanish university degrees or Master's degrees that give access to a regulated profession in Spain

Recognition of foreign qualifications as equivalent to Spanish qualifications providing access to regulated professions will entail the possibility of undertaking the relevant regulated professional activity under the same conditions as holders of enabling Spanish qualifications.

For people affected by the conflict in Ukraine, please see [this information](#).

Applications are processed strictly in order of receipt date and duplicate applications will be rejected.

You can consult the status of your record here: [Consult your file](#)

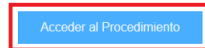
As part of the same procedure, you can pay the fee by bank transfer or credit card, provided that the chargeable person has a Tax ID Number (NIF), National ID document (DNI) or Foreigner ID Number (NIE), and provided that the banking entity in question has acceded to the corresponding agreements with the Spanish Tax Agency (AEAT) on payment of fees charged to an account or made by card. It is not necessary to physically complete and attach a 790 model.

If you wish to pay using the 790 model, you can download it from the following link, if you have not already done so, and then upload it under the "Provide Proof" payment option.

(IMPORTANT: The 790 model for paying fee 107 consists of three copies and is unique and identified with a specific number for each payment. Therefore, if you wish to make another payment, you must download it again. Under no circumstances should you photocopy it.)

In order to start the procedure click on "Acceder al Procedimiento" in the lower right corner:

- For processing of applications, please click the "Access the Procedure" button:



You will then need to log in to the site (using a username and a password or through the cl@ve system⁶⁰). Once you have identified yourself, the system will guide you through the specific steps you will need to follow to submit your application correctly.

If in doubt, where can I find more information?

For more information about the application for the homologation of university degrees, check the PDF titled o "[User guide for the Homologation process in the Electronic Office.](#)" which can be found in the [Electronic Office](#) of the Ministry of Universities. In this document you can find a detailed explanation of all the steps that one must follow to properly fill out and submit the application.

Additionally, one can contact the Ministry electronically through the official website of [the Ministry of Universities](#); or by telephone dialing 060, Monday to Friday from 9.00 am to 7.00 pm, or Saturdays from 9.00 am to 2.00 pm.

4. Final Decision

i. What does the final decision of my application consist of?

The final decision of all applications will be formalized by means of a "credential," sent in digital format (refer to [this](#) section for more details). In case the resolution is positive (favorable), the credential will have the same validity as the Spanish degree of the same academic level.

If in doubt, where can I find more information?

⁶⁰ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, go to [this](#) section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

For more information regarding the processes of homologation of university degrees, visit the section of [frequently asked questions about university degrees](#).

Additionally, you can contact the Ministry electronically through the official website of [the Ministry of Universities](#); or by telephone dialing 060, Monday to Friday from 9.00 am to 7.00 pm, or Saturdays from 9.00 am to 2.00 pm.

iii. Intention of Practicing a Regulated Profession - Partial Validation of University Studies (Convalidación Parcial de Estudios Universitarios)⁶¹

The process of partial validation recognises official university studies that have been obtained abroad, and allows for their continuation in a Spanish university. If you have applied for the homologation of your homologation, but unfortunately it was denied, then you can apply for the partial validation of your studies, in order to acquire the Spanish degree needed to practice the profession wished.

Unlike the homologation and equivalence processes, the partial validation of university studies is processed directly at the Spanish university, where you wish to continue your studies.

a. Which foreign degrees can I validate?

All official foreign university degrees, which were conferred by a university or an officially-recognised institution of higher education. Bearing in mind that **no** final projects can be validated.

1. Requirements

b. Are there any requirements for partial validation shared by all the Spanish universities?

Each university will impose the specific requirements that they will deem necessary in order to validate your studies.⁶² However, most universities request the following documents:

- Identity document (ID), issued by the authorities of your country of origin.
- Academic certificate of the foreign university degree and studies that are to be validated. It should include the duration of the studies (number of academic years), the subjects enrolled, and the contents studied.

Additionally, applicants will need to apply for the “Declaración de Equivalencia de la Nota Media al Sistema Español” (*Declaration of Equivalence of the Average Grade to the Spanish System*), explained in the next section, which will need to be submitted along with the application in most universities.

c. What is the Declaración de Equivalencia de la Nota Media al Sistema Español (Declaration of Equivalence of the Average Grade to the Spanish System)?

The declaration of equivalence of the average grade to the Spanish system establishes an equivalence between the average grade of the studies obtained abroad and its corresponding

⁶¹ Applicable Regulations: [Royal Decree 889/2022, of October 18](#).

⁶² Although each university imposes its own criteria and requirements when partially validating foreign university degrees or studies, the requirements must always comply with the basic criteria set forth in the [Agreement of October 25, 2004, of the University Coordination Council](#), which establishes the general criteria to be followed by universities in the validation and adaptation of studies taken in Spanish or foreign academic centers.

Spanish grade.⁶³

This certificate can be requested through the Electronic Office of the Spanish Ministry of Education. To calculate the average grade, the Ministry follows the European Credit Transfer System (ECTS).

In order to request the certificate, the applicant must fill in the form found in the site and upload the documents requested (see the next section). Once the application is properly completed, the website will automatically generate a certificate with your equivalent average grade to that of the Spanish system.

- i. *Do I need to submit any documents in order to obtain the Declaración de Equivalencia de la Nota Media al Sistema Español (Declaration of Equivalence of the Average Grade to the Spanish System)?*

Yes, if the studies that you wish to validate were obtained in a country outside the European Higher Education Area (EHEA), then you will need to upload the following documents to your digital application, through the Electronic Office:

1. Identity document (ID), issued by the authorities of your country of origin.
2. Academic certificate that includes the grades obtained and subjects enrolled.
3. Official translation of the academic certificate.
4. Official university degree, if the studies have been completed.

Important Information: all the documents issued abroad need to be properly legalized or have the Apostille of the Convention of the Hague.⁶⁴

If in doubt, where can I find more information?

For more information on how to obtain the Declaración de Equivalencia de la Nota Media del Sistema Español (*Declaration of Equivalence of the Average Grade to the Spanish System*), check the PDF with frequently asked questions and the document titled “Annex II: Instruction to fill out the declaration of equivalence of average grade”, which can be found in the Electronic Office of the Ministry of Education.

2. Procedure

- d. *How do I submit my application for the partial validation of my university studies?*

The partial validation of university studies is processed directly through the specific university where you wish to continue your studies, which implies that each institution will follow its own procedure, with their own particular deadlines, requirements and criteria.⁶⁵

- e. *When do I have to submit the application?*

Each university will establish their own particular deadlines, so it is very likely that they will

⁶³ The process for obtaining this certificate (*Declaración de Equivalencia de la Nota Media al Sistema Español*) is regulated by the Resolution of March 21, 2016 and the Resolution of July 21, 2016 of the Directorate General for University Policy.

⁶⁴ For more information regarding the process of legalization of documents, and the certified translation, refer to [this section](#).

⁶⁵ See [this section](#) for a list of all the Spanish public universities that have a Faculty of Law or Legal Sciences, and therefore, universities where you will be able to apply for the recognition of your law studies.

differ greatly from one university to another.

Additionally, Article 22 of the [Royal Decree 889/2022, of October 18](#), established that Spanish universities will have a maximum of two (2) months to publish their final decisions (resolutions) from the date the application was submitted.

3. Fees

f. *Do I have to pay a fee to apply for the partial validation of my university studies?*

Yes, you will need to pay a fee to be able to request the partial validation of any foreign university degree or studies. The fee will be paid directly to the university.⁶⁶

g. *What fee do I have to pay in order to validate my studies?*

As in the homologation and equivalence procedures, the validation process requires the payment of a fee, considering that proof of said payment must be presented, in order to submit the application.⁶⁷

However, the exact quantities that need to be paid are set by the different Autonomous Communities.

Important Information: it is advisable to consult the latest updates regarding regional public fees in the official web pages of the different Autonomous Communities, before starting the validation process.

iv. Intention of Practicing a Non-Regulated Profession or Not Practicing a Regulated One - Equivalence (Equivalencia)⁶⁸

The declaration of equivalence of a foreign university degree may be requested for any university degree of the same academic level as the Spanish ones. However, bear in mind that the process of equivalence does not qualify for the exercise of a regulated profession in Spain.

1. Requirements

a. *Who can apply for the declaration of equivalence of a university degree?*

Anyone that has a university degree issued by a foreign official educational institution.⁶⁹

b. *Are there any specific requirements that the university degree must meet in order to apply for equivalence?*

Yes, all foreign degrees that one wishes to homologate need to fulfill the following conditions:⁷⁰

- The degrees must be officially recognized in their country of origin, which means that they must have been issued by a university or other official institutions for higher

⁶⁶ Unlike the fee required to apply for the homologation or declaration of equivalence of university degrees, the fee for the validation of university studies or degrees is directly paid at the university.

⁶⁷ In the case of validations, since they are regulated by the universities, the fees imposed are regulated at the autonomic level. In the case of the Community of Madrid, the fee to be paid is 70 euros, in accordance with the provisions of [Decree 43/2022, of June 29](#).

⁶⁸ Applicable Regulations: [Royal Decree 889/2022, of October 18](#).

⁶⁹ According to information provided by the Ministry of Universities on its [official website](#).

⁷⁰ Art. 9, [Royal Decree 889/2022, of October 18](#).

education.

- The degrees must be of the same academic level as the Spanish equivalent one, to which one wishes to declare equivalent.

c. *Which degrees **cannot** be declared equivalent?*⁷¹

- Degrees obtained through work experience or unofficial university studies, in the case that their workload represents more than 15% of the total academic credits.
- Specific university courses that are not governmentally regulated.
- University degrees which are simultaneously being validated through the process of partial validation.

Important Information: Bear in mind that any foreign university degree can only be homologated to an equivalent Spanish degree, with the academic level of a Bachelor or Master's degrees,⁷² with the exception of PhD, which follows a specific procedure, different from the rest of university degrees.⁷³

d. *Do I need to provide any specific documents in order to apply for the equivalence of my university degree?*

Please refer to [this](#) section, which explains the documentation requirements that must be fulfilled in order to apply for the declaration of equivalence of any university degree.

¿Are there any exceptions for the beneficiaries of the temporary protection program (Régimen de Protección Temporal)?

The Second transitory provision (Disposición transitoria segunda) of [Royal Decree 889/2022, of October 18](#) includes a series of exemptions applicable to the beneficiaries of the temporary protection regime (Régimen de Protección Temporal).

The beneficiaries of said regime will be able to start the process of homologation or equivalence, without submitting the documents required. Instead they will need to provide a statement of truthfulness, by which they attest to the truthfulness of the information they are providing. Nevertheless, it is important to take into consideration that this exception **does not exempt the applicants from ever submitting the original documents** requested, as the documents must be submitted before the process is concluded.

2. Fees

e. *Do I have to pay a fee to request the declaration of equivalence of my university degree?*

As detailed in [this](#) section, the declaration of equivalence of any university degree requires the payment of a fee (Fee 107). The payment receipt is one of the essential requirements for submitting the application for equivalency.⁷⁴

⁷¹ These exclusions are found in Article 4 (Exclusions) of [Royal Decree 889/2022, October 18](#).

⁷² In accordance with Article 9 of [Organic Law 2/2023, of March 22, of the University System](#), university studies in Spain are structured only in three academic levels: Bachelor's Degrees, Master's Degrees and PhD.

⁷³ For more information on how to declare a PhD equivalent check [this](#) section.

⁷⁴ For more information regarding the fee and the different payment methods, please refer to [this](#) section.

3. Procedure

f. *How do I apply for the equivalence of a university degree?*

As detailed in [this](#) section, the submission of applications *must be made by telematic means*, through the [Electronic Office of the Ministry of Universities](#).⁷⁵

g. *Which process should I select in the Electronic Office of the Ministry of Universities in order to start my application?*

The process of equivalence of university degrees is referred to by the Ministry of Universities as: “Declaración de Equivalencia de títulos extranjeros de educación superior a nivel académico de Grado o Máster universitarios oficiales,” (*Declaration of Equivalence of foreign higher education qualifications at the academic level of official university Bachelor's or Master's degrees*) with SIA⁷⁶ number: 202057.

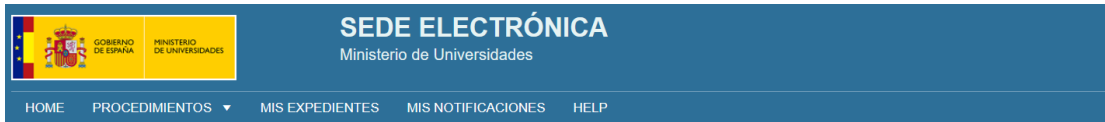
This is the main page of the [Electronic Office of the Ministry of Universities](#) (*Sede Electrónica del Ministerio de Universidades*):

Important Information: it is possible to change the language of the Electronic Office of the Ministry of Universities (*Sede Electrónica del Ministerio de Universidades*) into English in the upper right corner (“*Bienvenidos*”). However, it is important to note that not every section is translated.

Once the correct process has been selected, this is the page that should appear in your browser in order to start the process for the declaration of equivalence:

⁷⁵ For more information on how to apply for homologation, please check [this section](#).

⁷⁶ The SIA is the [System of Administrative Information](#), which provides a detailed index of all the relevant information to the administrative formalities.



Home / Títulos universitarios / Portada

Declaration of Equivalence of foreign higher education qualifications at the academic level of official university Bachelor's or Master's degrees

Through this procedure, it is possible to request the equivalence of higher education degrees granted by foreign institutions to a degree and at an academic level of official university Bachelor's or Master's degrees

Qualification equivalence gives foreign qualifications the same validity, across Spain, corresponding to the academic level of the qualifications in the specific training area and field for which equivalence has been declared. This excludes the professional validity of qualifications which must be obtained by recognition of equivalence.

For people affected by the conflict in Ukraine, please see [this information](#).

Applications are processed strictly in order of receipt date and duplicate applications will be rejected.

You can consult the status of your record here: [Consult your record](#).

As part of the same procedure, you can pay the fee by bank transfer or credit card, provided that the chargeable person has a Tax ID Number (NIF), National ID document (DNI) or Foreigner ID Number (NIE), and provided that the banking entity in question has acceded to the corresponding agreements with the Spanish Tax Agency (AEAT) on payment of fees charged to an account or made by card. It is not necessary to physically complete and attach a 790 model.

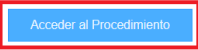
If you wish to pay using the 790 model, you can download it from the following link, if you have not already done so, and then upload it under the "Provide Proof" payment option.

(IMPORTANT: The 790 model for paying fee 107 consists of three copies and is unique and identified with a specific number for each payment. Therefore, if you wish to make another payment, you must download it again. Under no circumstances should you photocopy it.)

[Click on this link to download the 790-107 model](#)

In order to start the process, click on “Acceder al Procedimiento” in the lower right:

- For processing of applications, please click the "Access the Procedure" button:



You will then need to log in to the site (using a username and a password or through the cl@ve system⁷⁷). Once you have identified yourself, the system will guide you through the specific steps you will need to follow to submit your application correctly.

If in doubt, where can I find more information?

For more information about the application for the declaration of equivalence of university degrees, check the PDF titled o [“User guide for the process of Equivalence of foreign university degrees in the Electronic Office.”](#) which can be found in the [Electronic Office](#) of the Ministry of Universities. In this document you can find a detailed explanation of all the steps that one must follow to properly fill out and submit the application.

Additionally, one can contact the Ministry electronically through the official website of [the Ministry of Universities](#); or by telephone dialing 060, Monday to Friday from 9.00 am to 7.00 pm, or Saturdays from 9.00 am to 2.00 pm.

4. Final Decision (Resolución)

h. What does the final decision of my application consist of?

As mentioned earlier in [this](#) section, the final decision of all applications is formalized by means of a "credential" that will be sent in digital format. In case the resolution is positive (favorable), the credential will have the same validity as the Spanish degree of the same academic level.⁷⁸

⁷⁷ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, go to [this](#) section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

⁷⁸ For more information on the resolution of the equivalence process click [here](#), where it is explained in detail what a resolution is, how it can be, and the possibilities of appealing such resolution.

If in doubt, where can I find more information?

For more information regarding the declaration of equivalence of university degrees, visit the section of [frequently asked questions about university degrees](#).

Additionally, you can contact the Ministry electronically through the official website of [the Ministry of Universities](#); or by telephone dialing 060, Monday to Friday from 9.00 am to 7.00 pm, or Saturdays from 9.00 am to 2.00 pm.

v. PhD - Equivalence (Equivalencia)

Important Information: PhD can not be subject to homologation, they can only be declared equivalent.

a. *Where can I apply for the declaration of equivalence of my PhD.?*

As for the process of validation of university degrees, the declaration of equivalence of PhD is processed directly through the Spanish universities.⁷⁹ Therefore, the certificate issued by the university will have enforceable validity in Spain.

b. *Are there any requirements that I must meet in order to declare my PhD. equivalent?*

Each university will establish the specific requirements and procedures that they deem necessary in order to declare the PhD equivalent. Nevertheless, most universities tend to request the following documents:

1. Identity document (ID), issued by the authorities of your country of origin.
2. Official university degree (PhD), that is to be declared equivalent.
3. Academic certificate of the foreign university studies, that qualified for the obtaining of the PhD abroad. The certificate should include the duration of the studies (number of academic years), the subjects enrolled, and their work hours and the grades obtained in each course.
 - a. Written Memo explaining the PhD Program of the Spanish University, where you wish to declare your PhD equivalent.
 - b. Copy of the doctoral thesis and a brief summary of it.
 - c. .Any academic publications that qualified for the obtaining of the PhD.
 - d. Payment receipt that proves that the corresponding fee was paid.

Important Information: all documents issued abroad, except for those issued within the EU, EEA or Switzerland, (documents b, c, e and f) must be properly legalized and officially translated into Spanish.⁸⁰

Additionally, bear in mind that if you are ever asked to submit documents physically at any institution, it is not necessary to hand in the original document, instead, you should hand in an authentic copy of it.⁸¹ This information is applicable to all administrative processes that require the submission of documents. It will only be necessary to hand in the original documents when there is hesitation regarding the authenticity of the copies.

⁷⁹ Click [here](#) for a list of all the Spanish public universities that have a Faculty of Law or Legal Sciences, and therefore, the universities where you will be able to apply for the equivalence of your PhD.

⁸⁰ For more information regarding the process of legalization of documents, and the certified translation, refer to [this section](#).

⁸¹ For more information regarding the authentic copies and how to obtain one, consult [this section](#).

c. *Do I have to pay a fee to apply for the declaration of equivalence of my PhD?*

Yes, in order to apply for the declaration of equivalence of a PhD, you must pay a mandatory fee.⁸² In fact, the payment receipt is one of the essential requirements that needs to be submitted along with the application, to be able to start the process of equivalence.

The amount that needs to be paid in order to declare a PhD equivalent is the following.⁸³

Requests	Euros
Application - Spanish PhD Degree.	118

Important Information: the fee mentioned above is regulated by [Law 15/2014, of September 16](#), which was consulted in May 2023. However, it is important to consider that said fees can change over the years, so it is always advisable to check the latest changes regarding public fees, before starting the application. To do so, visit the official websites of the different Spanish universities, where you will find all the relevant information for the declaration of equivalence of PhD.

¿Are there any exceptions for the beneficiaries of the temporary protection program (Régimen de Protección Temporal)?

The Second Transitory Provision (Disposición transitoria segunda) of [Royal Decree 889/2022, of October 18](#) includes a series of exemptions applicable to the beneficiaries of the temporary protection regime (Régimen de Protección Temporal).

In accordance with the fourth point of said provision, **the payment of the fee mentioned above will not be required until the preliminary investigation (instrucción) is over**, that means that you will not have to pay the fee until the Administration has finished reviewing the application and verifying the documents enclosed, in order to reach their final decision.⁸⁴

d. *How are PhDs declared equivalent?*

Although the process of equivalence of doctoral degrees is processed directly through the universities, all of them follow the same procedure, in accordance with [Royal Decree 889/2022, of October 18](#) (Second Additional Provision, *Disposición Adicional Segunda*).

To initiate the process, you must submit a request addressed to the Dean (Rector) of the university of your choice. If your PhD is equivalent, you will then receive a certificate of equivalence issued by the university. Immediately after, the General Secretariat of Universities (*Secretaría General de Universidades*) will be informed of the equivalence, in order to be registered in the National Registry of Official University Graduates (*Registro Nacional de Titulados Universitarios Oficiales*).

Lastly, it is important to consider that the declaration of equivalence of a PhD does not imply

⁸² In accordance with the Eighth Final Provision (*Disposición Final Octava*) of [Law 15/2014, of September 16](#), as a modification of Article 28 of [Law 53/2002, of December 30](#), which regulates the public fees for this process.

⁸³ In accordance with the Eighth Final Provision (*Disposición Final Octava*) of [Law 15/2014, of September 16](#), as a modification of Article 28 of [Law 53/2002, of December 30](#), which regulates the public fees for this process.

⁸⁴ When filling out the application, you should select the option “Exento de pago” (*Exempt from paying*) in the section “Datos de Pago” (*Payment details*); and attach the pertinent documents, in order to justify that you are a beneficiary of the Temporary Protection Regime (*Régimen de Protección Temporal*).

that the university studies completed before are also recognised.

e. *Can I start the procedure again, if my first application was denied?*

Yes, in the event that the application is denied, then you may start the process again in a different Spanish university.

vi. Non-University Studies⁸⁵ - Homologation (Homologación) or Validation (Convalidación)

Unlike the applications for homologation, equivalence or partial validation of university degrees, the applications for non-university studies will be processed by the **Ministry of Education**.

1. Introduction

The foreign non-university studies can be recognised through two different processes: homologation or validation, depending on the case.

The homologation of foreign non-university degrees or studies implies the declaration of equivalence of the foreign degrees to Spanish degrees and studies, while its validation implies the declaration of equivalence of the foreign degrees and studies for the purpose of continuing said studies in Spanish educational centers.⁸⁶

Important Information: the information included in the following sections regarding the homologation and validation of foreign non-university degrees and studies will not be applicable if the process is started in the Autonomous Communities of Catalonia, Galicia or the Basque Country.⁸⁷

Visit the official website of the Generalitat de Catalunya, for more information regarding the procedure, the steps that one must follow, and the requirements for the homologation and validation of foreign non-university degrees in Catalonia.

Visit the official website of the Government of the Basque Country,⁸⁸ for more information regarding the procedure, the steps that one must follow, and the requirements for the homologation and validation of foreign non-university degrees in the Basque Country.

Visit the official website of the Junta de Galicia, for more information regarding the procedure, the steps that one must follow, and the requirements for the homologation and validation of foreign non-university degrees in Galicia.

a. *Do I need to apply for the homologation or validation of all my non-university studies if I wish to continue studying?*

No, if you wish to start in any of the courses of Primary (Educación Primaria) or Secondary

⁸⁵ Applicable Regulations:

- [Royal Decree 104/1988, of January 29, 1988](#), on the homologation and validation of foreign degrees and studies of non-university education.

- [Order of March 14, 1988](#), for the application of the provisions of Royal Decree 104/1988, of January 29, 1988, on the homologation and validation of foreign degrees and studies of non-university education.

⁸⁶ On the [website](#) of the Ministry of Education you can find all the relevant information for the homologation and validation of foreign non-university degrees and studies.

⁸⁷ The specific regulations by which the competences of homologation or validation of foreign non-university degrees and studies are transferred to the Autonomous Communities of Catalonia, Galicia and the Basque Country are the following: [Royal Decree 1388/2008 of August 1](#) (Catalonia); [Royal Decree 1319/2008 of July 24](#) (Galicia); [Royal Decree 893/2011, of June 29](#) (Basque Country).

⁸⁸ Additionally, the Basque Government has created a [FAQ document](#) to help applicants to properly carry out the process.

Education (ESO) you do not need to homologate nor validate your foreign studies.⁸⁹

In accordance with Article 9 of Organic Law 8/2000 of December 22, all foreigners under the age of eighteen (18) and all foreign residents in Spain have the right to compulsory and non-compulsory education under the same conditions as Spaniards. Therefore, in order to access any course of Primary Education or ESO, they simply need to register through the channels available for it. Through the Public Administration for public schools, and through the different private schools for private education.

Important note: bear in mind that the admission of foreign students from other educational systems will be subject to their circumstances, knowledge, age and academic record, in order to assign the student the most appropriate course.⁹⁰

b. *To which Spanish degrees can I homologate my foreign non-university degrees?*

In case the homologation or validation of the foreign degree or studies is granted,⁹¹ they will be recognized as one of the following degrees:⁹²

- Educación Secundaria Obligatoria (Obligatory Secondary Education, ESO): Degree in ESO (*Compulsory Secondary Education*). This degree grants access to Bachillerato (*Baccalaureate*) and Ciclos Formativos de Grado Medio (*Intermediate Level Training Cycles*).
- Bachillerato (Baccalaureate): Bachillerato Diploma (High school diploma). This degree grants access to university, in case of having homologated the 1st and 2nd year of Bachillerato; or access to Higher Level Training Cycles.
- Formación Profesional (FP. Occupational Training): Intermediate Level Training Cycles or Higher Level Training Cycles. The intermediate level courses grant access to higher level training cycles, and the latter allows for university education.

Important Information: the homologation or validation of any FP courses (Occupational Training) follow a specific procedure, different from the rest of non-university foreign degrees. For more information about this procedure, please refer to [this](#) section.

- Enseñanzas Artísticas Profesionales (Professional Artistic Education): includes the professional musical and dance education (Professional Degree in Music or Dance); and the intermediate or higher level training cycles of Plastic Arts and Design (Technician and Higher Technician).
- Enseñanzas Artísticas Superiores (Higher Artistic Education): these degrees are equivalent to University Degrees, and include: the Bachelor's Degree in Artistic Music Education; in Artistic Dance Education; in Artistic Drama Education; in Artistic

⁸⁹ In accordance with the [Order of April 30, 1996](#) (First).

⁹⁰ According to the [official website of the Ministry of Education](#), which explains the requirements for admission to [Primary Education](#) and [ESO](#).

⁹¹ [Click here](#) for more information on the requirements that the FP degrees must meet, in order to be homologated or validated.

⁹² The equivalent degrees of the Spanish system are explained on the [official website](#) of the Ministry of Education. In accordance with the provisions of [Royal Decree 104/1988 of January 2](#). In addition, [this document](#) explains in detail all the requirements for homologation and validation.

Conservation and Restoration of Cultural Heritage; in Artistic Plastic Arts Education (specializing in Ceramics or Glass); in Artistic Design Education; or the Master's Degrees in Artistic Education.

- Enseñanzas Deportivas (Sports Education): Sports Technician Degree, or Higher Sports Technician.

2. Requirements

c. *Are there any specific requirements for the university degree in order to apply for its homologation?*

Yes, all non-university degrees that wish to be homologated or validated must meet the following requirements, as established by the Ministry of Education:⁹³

- The degrees or studies completed must be officially recognised in the educational system of the country where they were issued or completed.
- The degree must be based on studies completed in accordance with the educational system of the country of origin. A foreign degree obtained by homologation abroad cannot be validated.
- There must be sufficient equivalence between the studies completed and the corresponding Spanish degree, both at the academic level and in terms of duration and content.
- Foreign studies must have been fully completed in the corresponding educational system; as subjects cannot be validated on an individual basis. Additionally, it will be required to have passed the courses prior to the one that is to be homologated or validated.

d. *Which degrees **cannot** be subject to homologation or validation?*

- Any degree obtained through equivalent studies already completed in Spain.
- Degrees, diplomas or studies that do not constitute academic degrees, or that do not form part of the educational system of the foreign country.

e. *Do I need to provide any documents in order to apply for the homologation or validation of my non-university degree?*

In order to submit the application for homologation or validation of non-university degrees, with the exception of FP courses (Occupational Training courses), the application must also contain the following documents: ⁹⁴

1. A certified photocopy of the identity document, it can be the NIF, Passport, NIE or other document. In the case of refugees, they can use their “White Paper” (Hoja

⁹³ The documentation requirements are explained on the [official website](#) of the Ministry of Education. In accordance with the provisions of [Royal Decree 104/1988 of January 29](#).

⁹⁴ The documentation requirements are explained on the [official website](#) of the Ministry of Education. In accordance with the provisions of the [Order of March 14, 1988](#) (Fourth).

- Blanca), “Red Card” (Tarjeta Roja) or TIE card, as appropriate.⁹⁵
2. Authentic copy of the official degree or diploma that is to be homologated or validated. It is also possible to provide an official certification of the passing of the final exams of your studies abroad.⁹⁶
 3. An authentic copy of the academic certification that confirms the courses that were taken. The certificate must include the subjects enrolled in, the grades obtained in each, and the academic years to which they belong.⁹⁷

Academic Degree to be recognized or validated	Necessary Academic Documentation
ESO Graduate Degree (Secondary Education).	Authentic copy of the official academic certificate, which includes information on the last 4 courses equivalent to the ESO courses.
ESO and Bachillerato Degree (Secondary Education and Baccalaureate, a High School Diploma).	Authentic copy of the official academic certificate, which includes information on the last 4 courses equivalent to the ESO courses, and the last 2 courses equivalent to the Bachillerato courses (may vary depending on the country).
Bachillerato Degree (Baccalaureate).	Authentic copy of the official academic certificate, which includes information on the last 3 equivalent courses.
Validation of Foreign Studies equivalent to the 1st year of Bachillerato.	Authentic copy of the official academic certificate, which includes information on the last 3 equivalent courses.
Studies have been carried out in the Spanish system, prior to foreign studies.	Authentic copy of the official academic certificate. The school book, grade book or academic record will also be valid.

4. Payment receipt that proves that Fee 079 (Model 790),⁹⁸ was paid; except in the cases of homologation of ESO (Secondary Education) degrees, for which the payment of the fee is not necessary.⁹⁹
5. Statement of truthfulness, signed by the person requesting the process, by which he or she attests to the authenticity and truthfulness of the documents and information provided.
6. If you wish to act through a representative, then you will need to provide a signed authorization, by which the representative is allowed to process the application on your behalf (power of attorney).

⁹⁵ For more information about the White Sheet ("Hoja Blanca"), Red Card ("Tarjeta Roja") or TIE check [this section](#).

⁹⁶ For more information regarding the authentic copies and how to obtain one, consult [this section](#).

⁹⁷ For more information regarding the authentic copies and how to obtain one, consult [this section](#).

⁹⁸ On [the official website of the Ministry of Education](#) ("Fee 079 (Model 790)") you can access the explanation of the Fee079 offered by the Ministry.

⁹⁹ Paragraph 6 of the Eighth Final Provision (*Disposición Final Octava*) of [Law 15/2014, of September 16](#), as a modification of Article 28 of [Law 53/2002, of December 30](#), which regulates the public fees for this process.

Important Information: all documents issued abroad, except those issued within the EU, EEA or Switzerland, in this case, the second (2) and third (3) documents must be properly legalized and officially translated into Spanish.¹⁰⁰

Important Information: in case you wish to homologate or validate Spanish studies of Special Regime (artistic or sports studies), you must also submit other documents, as explained in the official website of the Ministry of Education.¹⁰¹

It is also important to take into account that you may be asked to provide additional documents, if the competent authority processing the application deems it necessary, in order to establish the equivalence between the foreign and Spanish studies.

Important Information: bear in mind that, in the case of having to submit documents physically, it will never be necessary to present the originals, but an authentic copy.¹⁰² This applies to all the administrative procedures that require the submission of documents, physically. It may only be necessary to provide the original documentation in case there are doubts as to whether the documentation is authentic or not.

3. Fees

- f. *Do I have to pay a fee in order to apply for the homologation or validation of my non-university degrees?*

Yes, in order to apply for the homologation or validation of any foreign university or non-university degree it is necessary to pay a fee.¹⁰³ In fact, the payment receipt of the fees is one of the essential requirements needed to be able start the application, except for the homologation or validation of ESO degrees.¹⁰⁴

If evidence of the payment were not presented then the Ministry will request the amendment of the application within ten (10) days. If it were not amended, then the application will automatically be canceled.

- g. *What fees do I have to pay in order to homologate or validate my degree?*

To request the homologation process of a non-university degree, you must pay Fee 079, which can be paid using "Model 790", for homologation, validation and equivalence of foreign non-university degrees and studies.¹⁰⁵

The amount that needs to be paid varies depending on the degree, the references applicable are

¹⁰⁰ For more information regarding the process of legalization of documents, and the certified translation, refer to [this section](#).

¹⁰¹ More information on the additional documentation you will need to provide can be found in the page of "Documentación Obligatoria" in the section of "Solicitud" on the [Ministry's website](#).

¹⁰² For more information on certified photocopies please [click here](#).

¹⁰³ In accordance with the Eighth Final Provision (*Disposición Final Octava*) of [Law 15/2014, of September 16](#), as a modification of Article 28 of [Law 53/2002, of December 30](#), which regulates the public fees for this process.

¹⁰⁴ This exception is explained on the [official website](#) of the Ministry of Education. In accordance with the provisions of [Royal Decree 104/1988 of January 29](#).

In addition, [this document](#) explains in detail all the requirements to apply for homologation and validation.

¹⁰⁵ On [the official website of the Ministry of Education](#) (section "*Fee 079 (Model 790)*") you can access the explanation of the Fee 079 offered by the Ministry and download the [Model 790 \(For non-university studies, Education\)](#) needed in order to pay the fee.

the following:¹⁰⁶

Requests	Euros
Application for homologation of a High-Level Degree in Music, Dance or Dramatic Arts.	80
Application for homologation to the Spanish title of Bachiller (Baccalaureate), Higher Technician of Formación Profesional (Occupational Training), Higher Technician of Plastic Arts and Design, Higher Sports Technician, or Professional Title of Music or Dance.	40
Application for homologation to the Spanish title of Technician in Formación Profesional (Occupational Training Technician), Plastic Arts and Design Technician, or Sports Technician.	40
Application for homologation of the Spanish degree in Conservation and Restoration of Cultural Heritage.	40
Application for homologation to the Certificate of Proficiency of the Official Language Centres.	40
Application for validation of courses or modules of Spanish non-university level education.	20

If the degree that you wish to process is not expressly mentioned in the table above, the amount corresponding to the equivalent degree or studies due to its effects or academic level will be applied.

Important Important: the fees mentioned above are regulated by [Law 15/2014, of September 16](#), which was consulted in May 2023. However, it is important to consider that said fees can change over the years, so it is always advisable to check the latest changes regarding public fees, before starting the application. To do so, visit the [official website of the Ministry of Education](#).

h. How do I pay Fee 079?

Fee 079 can be paid in as follows::

- From Spain: physically at a bank using "Model 790" (For non-university studies, Education and Occupational Training), which can be found on the official website of the Spanish Ministry of Education.¹⁰⁷ The completed form must be submitted at any Bank, Savings Bank or Credit Union that collaborates on public collection.¹⁰⁸
The form is made up of three identical copies of the same document: the first page will be submitted along with the application form as the payment receipt, the second page is for you to keep as a receipt; and the third page is for the bank.

Important Information: Bear in mind that the downloaded model is one-of-a-kind, as each one has a specific identification number (*Nº de Justificante*) that changes every time that the model is downloaded. Therefore, under no circumstances should you make a copy of the model. The model already has the three copies needed to complete the application and pay the fee at the bank.
In the event that you may need to restart, download the model again.

¹⁰⁶ In accordance with the Eighth Final Provision (*Disposición Final Octava*) of [Law 15/2014, of September 16](#), as a modification of Article 28 of [Law 53/2002, of December 30](#), which regulates the public fees for this process.

¹⁰⁷ Please note that the model included in this document is **an example**. To fill in the model and pay the fee, you will have to download a new one from the [official website of the Ministry of Education](#).

¹⁰⁸ According to the information provided by the Ministry of Education regarding the payment of fees on its [official website](#).

Important Information: it is important to note that you will have to pay the amount in cash. ¹⁰⁹

- From abroad: through a bank transfer. ¹¹⁰

4. Procedure

- i. When do I have to submit the application to request the homologation or validation of my non-university degrees or studies?*

There is no deadline for the submission of the application, as it is permanently open. Nevertheless, the applications will be processed in order of submission. ¹¹¹

- j. How do I submit the application for homologation or validation?*

The homologation or validation process will be initiated when the application is submitted. It is important to take into account that the submission **must be done in person** at the Registry Office of the Ministry of Education, or at any other Registry Office of the Government Delegations. ¹¹²

To do so, you must download the application form electronically,¹¹³ through the Electronic Office of the Ministry of Education.¹¹⁴ To start the process, you will need to use a digital certificate or the cl@ve system¹¹⁵ to identify yourself.

Once the application is generated, it must be filled in with your personal data, the information relevant to the application (such as the studies you wish to validate or the degree you wish to homologate), and your contact information so that the Administration is able to contact you.

Finally, you must **print the completed application form out** and bring it to an official Registry Office,¹¹⁶ together with the rest of the mandatory documents requested (as mentioned above).

¹⁰⁹ According to the information offered by the Ministry of Education on its official website.

¹¹⁰ For more information on how to pay Fee 079 from abroad, visit the Ministry's web page (in the section "For: Pago desde el extranjero"), where you will find the financial information of the bank needed for the transfer.

¹¹¹ According to the information provided by the Ministry of Education on its official website.

¹¹² You will find more information about the Registry Offices, and a search engine to locate the closest Registry Office, can be found on the Administration's official website. You may also submit your application at the General Registries of the diplomatic embassies and consulates of Spain abroad.

¹¹³ In accordance with Article 14.3 (Derecho y obligación de relacionarse electrónicamente con las Administraciones Públicas) of Law 39/2015, of October 1, the Public Administration can oblige citizens to interact with them through electronic means for some procedures. Which is why, there is no possibility of starting the application physically at an office, it needs to be done electronically.

¹¹⁴ More information on the application process for homologation and validation can be found on the official website of the Ministry of Education.

¹¹⁵ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, refer to this section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

¹¹⁶ Applications may be submitted at the General Registry of the Ministry (C/Los Madrazo, 15), at the Information and Registry Offices of the Government Delegations in the Autonomous Communities or at the General Registries of the Spanish diplomatic embassies and consulates abroad. More information on the Registry Offices and, a search engine to find the closest office, can be found on the Administration's official website.

If in doubt, where can I find more information?

For more information on how to properly fill out the application for the homologation or validation of foreign non-university degrees, you can check the PDF titled "[*Help with completing the application.*](#)" found on the [official website of the Ministry of Education](#). In this document you will find a detailed explanation of all the steps that you will need to follow in order to complete the application properly.

- k. Which procedure should I select in the Electronic Office of the Ministry of Education in order to start my application?

The process of homologation or validation is referred to by the Ministry of Universities as: "Homologación y convalidación de títulos y estudios extranjeros no universitarios" (*Homologation and validation of foreign non-university degrees and studies*), by the SIA¹¹⁷ number: 051270.

To start the process of homologation or validation of non-university degrees, you must enter "Homologación y convalidación de títulos y estudios extranjeros no universitarios" in the search engine ("Buscar Trámites") of the [Electronic Office of the Ministry of Education](#):



Then you must click on "Acceso" in the corresponding procedure ("Homologación y convalidación de títulos y estudios extranjeros no universitarios"):

¹¹⁷ The SIA is the [System of Administrative Information](#), which provides a detailed index of all the relevant information to the administrative formalities.

The screenshot shows the 'Sede electrónica' (Electronic Office) of the Spanish Ministry of Education and Vocational Training. The search bar contains the text 'homologación y convalidación de títulos extr'. Below the search bar, there is a 'Plazo de presentación' (Submission period) section with a radio button for 'Abierto' (Open) which is selected. The search results show one item: 'Homologación y convalidación de títulos y estudios extranjeros no universitarios'. Below this item, there are two links: 'Información' and 'Acceso', with 'Acceso' highlighted by a red box. On the right side of the page, there is a vertical menu with icons for 'Buscar trámites', 'Mis expedientes', 'Mis notificaciones', 'Mis justificantes registro electrónico', and 'Ayuda'.

You will then need to identify yourself (using a username and password or using the cl@ve system¹¹⁸). Once you have identified yourself, the system will guide you through the steps you must follow to submit your application correctly.

If in doubt, where can I find more information?
 For more information on how to submit the application for the homologation or validation of foreign non-university degrees, you can check the PDF entitled "*General Information on the Procedure*" found on the [official website of the Ministry of Education](#). In this document you will find a detailed explanation of all the steps that you will need to follow in order to complete the application properly in Q&A format.

1. Do I have to wait until the resolution before enrolling my kids in school?

Not necessarily, you will be able to download the the Conditional Enrollment Form (*Volante de Inscripción Condicional*).

In accordance with Royal Decree 104/1988, of January 29,¹¹⁹ Spanish schools may conditionally admit students whose validation or homologation applications are pending a final decision. To do so, the applicants will need to give the form titled "Volante de Inscripción Condicional" (*Conditional Enrollment Form*) to the school.¹²⁰

This form can be downloaded in the Electronic Office of the Ministry of Education, while you fill in the application. Once you have submitted the application, you must bring the "Conditional Enrollment Form" to the Registry, where it will be signed. If the form is not signed, it will not be valid. Finally, you must take into account that if the homologation or validation of the studies is denied, the conditional enrollment will no longer be valid.

This conditional form is especially aimed at high school students that wish to access

¹¹⁸ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, refer to [this](#) section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

¹¹⁹ Specifically in the second paragraph of Article 15.

¹²⁰ A model of the "Conditional Enrollment Form" can be found in Annex II of [Order ECD/3305/2002 of December 16](#), as explained on the [website](#) of the Ministry of Education.

Bachillerato courses, and those who wish to start a degree in University in Spain so as not to hinder their studies, avoiding unnecessary delays in their education until the following semester or year, once the homologation or validation is granted.

For students who wish to study Primary Education or ESO, the form would not be necessary as these courses do not require the homologation or validation of prior studies

5. Final Decision (Resolución)

m. What does the final decision of my application consist of?

The final decision of all applications will be notified electronically. The notification will indicate where and when you may retrieve the "credential," that is, a document issued by the Subdirección General de Ordenación Académica (*Sub-directorate General for Academic Ordinance*) which will indicate whether the homologation or validation of your degree is granted.

The credential will be sent electronically in digital format. If the final decision is positive or favorable, then the credential will have the same validity as any degree or certificate issued in Spain, since it will certify the completion of the validated studies or the possession of the homologated degree.

The Ministry of Education will have three (3) months since the application is correctly completed and submitted, to provide a final decision.

n. What criteria does the Ministry follow in order to reach a decision?

The final decisions (resoluciones) follow the criteria set forth in Article 6 of Royal Decree 104/1988, of January 29.

a. Can I appeal the decision?

If the decision has been negative (unfavorable), then the applicant can contest it through a formal appeal referred as "*recurso potestativo de reposición*" before the administrative body that issued the final decision. You will have a month (1) from the day following the notification of the final decision to appeal (the deadline will be due on that same day of the following month, regardless of the number of days that make up the particular month). The Administration will in turn, have another month to rule on the appeal.¹²¹

Once the judge has ruled on the appeal, whether it has been expressly resolved or is implied to be rejected (*silencio administrativo negativo*), the applicant may contest the decision by filing another formal appeal referred as "*recurso contencioso-administrativo*" before the Court of Contentious-Administrative Proceedings (*Tribunales de la Jurisdicción Contencioso-Administrativa*).¹²² To initiate this procedure you will have a period of two (2) months, from the day following the day of the notification of the resolution of your request (the period is

¹²¹ Art. 124, Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations

¹²² In accordance with the provisions of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations (Article 123).

counted in the same way as for the previous procedure).¹²³

vii. Non-university studies - Specific Procedure for FP (Formación Profesional, Occupational Training)

As with other non-university studies (other than Occupational Training courses, FP), the applications for homologation or validation will be processed by the **Ministry of Education**.

The foreign FP degrees or studies can be recognised through two different processes, homologation or validation, depending on the case:

- **Homologation:** implies the declaration of equivalence with Spanish degrees and studies.
- **Validation:** implies the declaration of equivalence of foreign degrees and studies for the purpose of continuing said studies in Spanish educational centers.¹²⁴

Important Information: the information included in the following sections regarding the homologation and validation of foreign non-university degrees and studies will not be applicable if the process is started in the Autonomous Communities of Catalonia, Galicia or the Basque Country.¹²⁵

Visit the [official website of the Generalitat de Catalunya](#), for more information regarding the procedure, the steps that one must follow, and the requirements for the homologation and validation of foreign non-university degrees in Catalonia.

Visit the [official website of the Government of the Basque Country](#),¹²⁶ for more information regarding the procedure, the steps that one must follow, and the requirements for the homologation and validation of foreign non-university degrees in the Basque Country.

Visit the [official website of the Junta de Galicia](#), for more information regarding the procedure, the steps that one must follow, and the requirements for the homologation and validation of foreign non-university degrees in Galicia.

a. *To which Spanish degrees can I homologate my Occupational Training (FP) degrees?*

In case the homologation or validation of the foreign FP degrees or studies is granted,¹²⁷ they will be recognized as one of the following degrees:¹²⁸

- Basic Professional Degree.
- Technician Degree.

¹²³ Art. 46, [Law 29/1998, of July 13, 1998](#), regulating the Contentious-Administrative Jurisdiction.

¹²⁴ On the [website](#) of the Ministry of Education you can find all the information on the homologation and validation of foreign non-university degrees and studies.

¹²⁵ The specific regulations by which the competences of homologation or validation of foreign non-university degrees and studies are transferred to the Autonomous Communities of Catalonia, Galicia and the Basque Country are the following: [Royal Decree 1388/2008 of August 1](#) (Catalonia); [Royal Decree 1319/2008 of July 24](#) (Galicia); [Royal Decree 893/2011, of June 29](#) (Basque Country).

¹²⁶ Additionally, the Basque Government has created a [FAQ document](#) to help applicants to properly carry out the process.

¹²⁷ Please refer to [this](#) section for information on the requirements that FP degrees must meet in order to be eligible for homologation or validation.

¹²⁸ The equivalent degrees of the Spanish system are explained on the [official website](#) of the Ministry of Education. In accordance with the provisions of [Royal Decree 104/1988, of January 29](#).

- Superior Technician Degree.¹²⁹

1. Requirements

- b. *Are there any specific requirements for the non-university FP degree in order to apply for its homologation or validation?*

All non-university FP degrees that one wishes to homologate or validate must meet the same requirements as all other non-university degrees. These requirements are established by the Ministry of Education on its [official website](#).¹³⁰

- c. *Which FP degrees **cannot** be subject to homologation or validation?*

- Any degree obtained through equivalent studies already completed in Spain.
- Degrees, diplomas or studies that do not constitute academic degrees, or that do not form part of the educational system of the foreign country.

- d. *What documentation do I need to provide in order to apply for the homologation or validation of my FP degree?*

In order to submit the application for homologation or validation the applicant must provide, the following documents along with the application form, found in the Electronic Office of the Spanish Ministry of Education:¹³¹

1. Identity document, issued by the authorities of your country of origin: ID card, Passport, NIE or other document. In the case of refugees, they can also use their “White Paper” (Hoja Blanca), “Red Card” (Tarjeta Roja) or TIE card, as appropriate.¹³²
2. The Spanish Degree of Formación Profesional (Occupational Training) to which you want to homologate or validate your studies.¹³³
3. The official degree or diploma that is to be homologated or validated. It is also possible to provide an official certification of passing the final exams of your studies abroad.
4. Official document issued by the foreign authorities, certifying that the degree or diploma (third document) is an official academic degree.
Additionally, the certificate must also include: the academic level of the foreign education system, the level required to access the course, and the studies to which it gives access.
5. Academic certification that includes information on the courses taken, the subjects enrolled, the grades obtained and the academic years to which they belong.
6. Payment receipt proving that Fee 079 (“Model 790”) was paid, except for the

¹²⁹ On the [official website](#) of the Ministry of Education you can find a catalog with all the FP (Occupational Training) degrees offered by the Ministry.

¹³⁰ For more information on the requirements that non-university degrees must meet in order to be eligible for homologation or validation, please [click here](#).

¹³¹ The documentation requirements are explained on [the official website of the Ministry of Education](#). In accordance with the provisions of the [Order of March 14, 1988](#) (Fourth).

¹³² For more information about the White Sheet (“Hoja Blanca”), Red Card (“Tarjeta Roja”) or TIE card go [here](#).

¹³³ On the [official website](#) of the Ministry of Education you can find a catalog with all the FP (Occupational Training) degrees offered by the Ministry.

homologation of the Degree of Formación Profesional Básica (*Basic Occupational Training Diploma*), for which the payment of the fee is not necessary.¹³⁴

7. If the application is submitted electronically,¹³⁵ then you will need to provide a statement of truthfulness, signed by the person requesting the process, by which he or she attests to the authenticity and truthfulness of the documents and information provided.¹³⁶
8. If you wish to act through a representative, then you will need to provide a signed authorization, by which the representative is allowed to process the application on your behalf (power of attorney).

Important Information: all documents must be officially recognised in their country of origin. Additionally, all documents issued abroad, except those issued within the EU, EEA or Switzerland; in this case, the third (3), fourth (4) and fifth (5) documents must be properly legalized and officially translated into Spanish.¹³⁷

Important Information: bear in mind that, in the case of having to submit documents physically, it will never be necessary to present the originals, but an authentic copy.¹³⁸ This applies to all the administrative procedures that require the submission of documents, physically. It may only be necessary to provide the original documentation in case there are doubts as to whether the documentation is authentic or not.

e. *Can the Ministry request additional documentation?*

Yes, you may be asked to provide additional documents if the competent authority processing the application deems it necessary in order to establish the equivalence between the foreign and Spanish studies.

For this reason, the Ministry also recommends submitting the following documents, which does not need to be legalized:

1. Certificate that confirms the work experience was completed.
2. Certificate that recognizes the complementary training done in the course that you wish to homologate.
3. Certificate of the work experience completed, its duration and description of the functions performed, directly related to the degree you wish to homologate.

2. Fees

f. *Do I have to pay a fee in order to apply for the homologation or validation of my FP degrees?*

Yes, to homologate or validate any foreign non-university FP degree you will have to pay a mandatory fee.¹³⁹ In fact, the payment receipt of the fee is one of the essential requirements

¹³⁴ Fee 079 is the same for the homologation and validation of all foreign non-university degrees or studies. For more information about the 079 fee, click [here](#).

¹³⁵ For more information on how to submit applications electronically, click [here](#).

¹³⁶ [A model of the statement of truthfulness](#) is available on the [official website of the Ministry of Education](#).

¹³⁷ Click [here](#) for more information about the process of legalization of documents and certified translations.

¹³⁸ For more information on certified photocopies please [click here](#).

¹³⁹ In accordance with the Eighth Final Provision (*Disposición Final Octava*) of [Law 15/2014, of September 16](#), as a modification of Article 28 of [Law 53/2002, of December 30](#), which regulates the public fees for this process.

needed to start the homologation or validation process.

There is only one exception, you will not have to pay any fees if you wish to homologate or validate a Degree of Formación Profesional Básica (*Basic Occupational Training Diploma*).¹⁴⁰

If evidence of the payment were not presented then the Ministry will request the amendment of the application within ten (10) days. If it were not amended, then the application will automatically be canceled.

g. What fees do I have to pay in order to homologate or validate my FP degree?

To request the homologation process of any FP degrees (Occupational Training Degrees), you must pay Fee 079, using “Model 790,”¹⁴¹ for the homologation, validation and equivalence of foreign non-university degrees and studies.¹⁴²

h. How do I pay the Fee 079?

Fee079 can be paid two ways: from Spain, physically at a bank using “Model 790;” or from abroad, through a bank transfer.¹⁴³

3. Procedure

i. When do I have to submit the application to apply for the homologation or validation of my FP degrees or studies?

There is no deadline for the submission of the application, as it is permanently open. Nevertheless, the applications will be processed in order of submission.

j. How do I submit the application for homologation or validation of FP degrees?

The homologation or validation process will start the moment when the application is submitted.

This application can be submitted two ways: electronically, if you have a Digital Certificate (*Certificado Electrónico*); or in person, if you do **not have** a Digital Certificate.

Electronic Submission

*k. How do I submit my application for homologation or validation of FP degrees **online**?*

As for the process of homologation and validation of other non-university degrees, the procedure for FP (Occupational Training) degrees will be processed through the Electronic

¹⁴⁰ This exception is explained on the [official website](#) of the Ministry of Education. In accordance with the provisions of [Royal Decree 104/1988 of January 29](#).

In addition, [this document](#) explains in detail all the requirements to apply for homologation and validation.

¹⁴¹ On [the official website of the Ministry of Education](#) (section “Fee 079 (Model 790)”) you can access the explanation of the Fee 079 offered by the Ministry and you can also download [Model 790 \(For non-university studies, Education\)](#) that you will need to pay the fee.

¹⁴² Click [here](#) for more information on the type of fee to be paid and the different payment methods.

¹⁴³ Click [here](#) for more information on how to pay the fee.

Office of the Ministry of Education. To do so, it will be necessary to have a digital certificate or use the cl@ve system¹⁴⁴ to identify yourself.

Important Information: to submit the application for homologation or validation of a foreign FP degree or studies, you will need to complete a “Declaración Responsable” (statement of truthfulness) attesting that you are in possession of the original copy of the documents that were attached to the online application.

For more information on the statement of truthfulness, check the official website of the Ministry of Education, where you will be able to download a model of the statement.

I. Which process should I select in the Electronic Office of the Ministry of Education in order to homologate or validate my FP degrees?

The process of homologation of university degrees is referred to by the Ministry of Education as: “Homologación/convalidación de títulos y estudios extranjeros no universitarios de Formación Profesional” (*Homologation/validation of foreign non-university degrees and studies of Occupational Training*) with SIA¹⁴⁵ number: 2214991.

To start the process of homologation or validation of FP degrees (Occupational Training Degrees), you must enter “homologación y convalidación de títulos y estudios extranjeros no universitarios **de Formación Profesional**” in the search engine (“Buscar Trámites”) of the Electronic Office of the Ministry of Education:



Then you must click on “Acceso” in the corresponding procedure (“Homologación/convalidación de títulos y estudios extranjeros no universitarios de Formación Profesional”):

¹⁴⁴ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, refer to [this](#) section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

¹⁴⁵ The SIA is the System of Administrative Information, which provides a detailed index of all the relevant information to the administrative formalities.

The screenshot shows the 'Sede electrónica' (Electronic Office) of the Spanish Ministry of Education and Vocational Training. The search bar contains the text 'homologación/convalidación de títulos y estudios'. The search results show one item: 'Homologación/convalidación de títulos y estudios extranjeros no universitarios de Formación Profesional'. Below the title, there are two buttons: 'Información' and 'Acceso', with 'Acceso' highlighted by a red box. On the right side, there is a vertical menu with options: 'Buscar trámites', 'Mis expedientes', 'Mis notificaciones', 'Mis justificantes registro electrónico', and 'Ayuda'.

You will then need to identify yourself (using a username and password or using the cl@ve system¹⁴⁶). Once you have identified yourself, the system will guide you through the steps you must follow to submit your application correctly.

In-person Submission at an Office

*m. How do I submit my application for homologation or validation of FP degrees **in person**?*

The submission in-person follows the same procedure as the homologation or validation of the rest of non-university degrees (other than FP degrees). To submit the application, you must first download the actual form of the application electronically, through the ¹⁴⁷Electronic Office of the Ministry of Education.¹⁴⁸

This process is intended for anyone who does **not** have a Digital Certificate (*Certificado Electrónico*), and therefore will need to use their ID card, or any other identity document, to identify themselves. In the case of refugees, they will be able to use their “White Paper” (“Hoja Blanca”), “Red Card” (“Tarjeta Roja”) or TIE card, as appropriate.¹⁴⁹

Once the application is generated, it must be filled in with your personal data, the information relevant to the application (such as the studies you want to validate or the degree you wish to homologate), and your contact information so that the Administration is able to contact you.

Finally, you must **print the completed application form out** and bring it to an official Registry

¹⁴⁶ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, refer to [this](#) section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

¹⁴⁷ It cannot be obtained physically in a delegation, it must always be obtained electronically.

¹⁴⁸ For more information on the process of homologation or validation of FP degrees, please visit [the official website of the Ministry of Education](#).

¹⁴⁹ For more information about the White Sheet (“Hoja Blanca”), Red Card (“Tarjeta Roja”) or TIE refer to [this section](#).

Office,¹⁵⁰ together with the rest of the mandatory documents requested (as mentioned in [this section](#)).

- n. *Which process should I select in the Electronic Office of the Ministry of Education in order to download the application?*

The process to access the application form for the homologation or validation of FP Degrees, that is to be submitted in person, is the same as for the online submission. This process is referred to by the Ministry of Universities as: “Homologación/convalidación de títulos y estudios extranjeros no universitarios de Formación Profesional” (*Homologation/validation of foreign non-university degrees and studies of Vocational Training*) with SIA¹⁵¹ number: 2214991.¹⁵²

- o. *Do I have to wait until the resolution before enrolling my kids in school?*

Not necessarily, as for the process for the rest of foreign non-university degrees, you will be able to download the [Conditional Enrollment Form \(*Volante de Inscripción Condicional*\)](#). The form can be downloaded in the [Electronic Office of the Ministry of Education](#), so as to allow the applicant to enroll in any of the educational training centers or official exams, despite not having received a final decision on their application yet.¹⁵³

However, you must take into account that if the homologation or validation of the FP degree is denied, the conditional enrollment will no longer be valid.

4. Final Decision (Resolución)

- p. *What does the final decision of my application consist of?*

As in the process for the homologation or validation of the rest of foreign non-university degrees, the final decision of all applications will be notified electronically. The notification will indicate where and when you may retrieve the "credential," that is, a document issued by the Subdirección General de Ordenación Académica (*Sub-directorate General for Academic Ordinance*) which will indicate whether the homologation or validation of your FP degree is granted.

The credential will be sent electronically in digital format. If the final decision is positive or favorable, then the credential will have the same validity as any degree or certificate issued in Spain, since it will certify the completion of the validated studies or the possession of the

¹⁵⁰ Applications may be submitted at the General Registry of the Ministry (C/ Los Madrazo, 15), at the Information and Registry Offices of the Government Delegations in the Autonomous Communities or at the General Registries of the Spanish diplomatic representations abroad. More information on the Registry Offices and a search engine to locate the closest office can be found on [the Administration's official website](#).

You also have the possibility to apply by mail addressed to the Ministry of Education and Vocational Training.

¹⁵¹ The SIA is the [System of Administrative Information](#), which provides a detailed index of all the relevant information to the administrative formalities.

¹⁵² For more information on how to generate and complete the application for homologation or validation for foreign FP degrees refer to [this section](#).

¹⁵³ For more information about the Conditional Enrollment Form refer to [this section](#).

homologated degree.

The Ministry of Education will have three (3) months since the application is correctly completed and submitted, to provide a final decision.

o. What criteria does the Ministry follow in order to reach a decision?

The final decisions (resoluciones) follow the criteria set forth in Article 6 of Royal Decree 104/1988, of January 29.

q. Can I appeal the decision?

If the decision has been negative (unfavorable), then the applicant can contest it through a formal appeal referred as “*recurso potestativo de reposición*” before the administrative body that issued the final decision. You will have a month (1) from the day following the notification of the final decision to appeal (the deadline will be due on that same day of the following month, regardless of the number of days that make up the particular month). The Administration will in turn, have another month to rule on the appeal.¹⁵⁴

Once the judge has ruled on the appeal, whether it has been expressly resolved or is implied to be rejected (silencio administrativo negativo), the applicant may contest the decision by filing another formal appeal referred as “*recurso contencioso-administrativo*” before the Court of Contentious-Administrative Proceedings (*Tribunales de la Jurisdicción Contencioso-Administrativa*).¹⁵⁵ To initiate this procedure you will have a period of two (2) months, from the day following the day of the notification of the resolution of your request (the period is counted in the same way as for the previous procedure).¹⁵⁶

Are there any exceptions for the beneficiaries of the temporary protection program (Régimen de Protección Temporal)?

For the application for validation or homologation of foreign non-university degrees, the beneficiaries of the temporary protection regime may request and complete a “responsible declaration” (statement of truthfulness). This declaration will exempt them from submitting all the necessary documentation at the time of initiating and submitting the application for homologation and validation, although not permanently. It will be necessary to submit the documentation before the expiration of the “responsible declaration,” which will be one year from the moment it is properly filled in, signed and submitted.

However, if after one year their conditions have not changed, and they are still beneficiaries of the temporary protection regime, they may request an extension of six (6) additional months.

It is important to consider that this declaration will only be valid if you are a **BENEFICIARY** of the temporary protection regime, in accordance with the provisions of Royal Decree 1325/2003, of October 24. Therefore, you must take into account that, in case you are merely an applicant for said program, the declaration will not be valid. Also, please note that you must provide the necessary

¹⁵⁴ Art. 124, Law 39/2015, of October 1, of the Administrative Procedure. Common of Public Administrations

¹⁵⁵ In accordance with the provisions of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations (Article 123).

¹⁵⁶ Art. 46, Law 29/1998, of July 13, 1998, regulating the Contentious-Administrative Jurisdiction.

documentation to prove that you are in fact a beneficiary of the temporary protection program.

The presentation of the “responsible declaration” will speed up the processing of applications for the homologation or validation of non-university degrees, in order to prevent applicants from falling behind in their education.¹⁵⁷

This provision is applicable to the homologation and validation of **all non-university degrees**.

3. POST-HOMOLOGATION OR VALIDATION POSSIBILITIES

Regulated professions in the legal sector

1. Job Requirements to Practice the Legal Profession in Spain¹⁵⁸

In order to practice as a lawyer or court agent (procurador) in Spain, you must meet a number of requirements.

a. *What requirements must I meet in order to practice law in Spain?*

In the first place, the interested party must prove that he/she has obtained a law degree in Spain, or that he/she was granted the homologation of a similar degree issued abroad, that qualifies for the practice of law.¹⁵⁹ Nevertheless, in the event that the homologation of your law degree is denied, the applicant should request the validation of his/her university studies and subsequently finish them according to the Spanish program of the corresponding Bachelor’s degree, in this case, the Bachelor's Degree in Law.¹⁶⁰

In accordance with Law 34/2006, of October 30, once you have obtained your law degree, you must complete a series of studies, internships and finally pass an entrance exam in order to be able to practice law in Spain. The requirements are the following:

1. Máster de Acceso a la Abogacía (*Master's Degree to Access the Legal Profession*):

¹⁵⁷ On [the official website of the Ministry of Education](#) you will find a model of the responsible declaration that you will need to fill in and submit, in order to start the procedure without the required documentation.

¹⁵⁸ Applicable Regulations:

- Royal Decree 775/2011, of June 3, 2011, approving the Regulations of Law 34/2006, of October 30, 2006, on access to the legal profession and the profession of court attorney.
- Law 34/2006, of October 30, 2006, on the access to the legal profession and court attorney.
- Law 15/2021, of October 23, which amends Law 34/2006, of October 30, on access to the professions of lawyers and court attorneys, as well as Law 2/2007, of March 15, on professional societies, Royal Decree-Law 5/2010, of March 31, extending the validity of certain temporary economic measures, and Law 9/2014, of May 9, General Telecommunications Law.

¹⁵⁹ Click [here](#) for an explanation of the homologation and validation of foreign university degrees.

¹⁶⁰ Click [here](#) for a list of all the Spanish public universities that have a Faculty of Law or Legal Sciences, and therefore, where you will be able to continue your studies of Law.

includes theoretical studies and a period of external work experience.

2. Prueba de Acceso por el Ministerio de Justicia (*Bar Exam: Lawyer's Admissions Test held by the Spanish Ministry of Justice*).
3. Dispensa Legal de Nacionalidad Para el Ejercicio de la Abogacía (*Legal Waiver of Nationality for the Practice of Law*): only for citizens from countries from outside the EU or EEA.
4. Registration in a Colegio de Abogados (*Bar Association*).

i. Máster de Acceso a la Abogacía (Master's Degree to Access the Legal Profession)

a. *What is the Máster de Acceso a la Abogacía (Master's Degree to Access the Legal Profession)?*

The Máster de Acceso a la Abogacía (*Master's Degree to Access the Legal Profession*) is a mandatory specialized training, subsequent to obtaining a law degree. It is a university degree, which includes a study plan of 60 credits (ECTS) and a period of external work experience of 30 credits (ECTS), in different institutions or law firms; as a preparatory course for the Examen de Acceso a la Abogacía (*Bar Exam*).¹⁶¹

b. *Where can I take the Máster de Acceso a la Abogacía (Master's Degree to Access the Legal Profession)?*

This university degree may be obtained at any Spanish university that offers such a degree,¹⁶² both public and private; or at the schools of legal practice, that were created by the Bar Associations.

c. *What requirements must I meet in order to be admitted to the Master's Degree to Access the Legal Profession?*

Having obtained a Law Degree is a prerequisite for the Máster de Acceso a la Abogacía (*Master's Degree to Access the Legal Profession*) at any Spanish university.

Nevertheless, each university may establish other specific requirements, related to grades or other academic competencies if they deem it necessary. These requirements may vary greatly from university to university. Additionally, you should take into consideration that accreditation of language skills may be a requirement at many universities.

ii. Prueba de Acceso a la Abogacía (Bar Exam: Lawyer's Admission Test)

a. *What is the Prueba de Acceso a la Abogacía (Bar Exam)?*

The "Prueba de Acceso a la Abogacía" is a professional aptitude evaluation test. Passing this

¹⁶¹ This requirement is established in Chapter 2 of [Law 15/2021, of October 23](#) (Formación Especializada), since this law includes amendments to [Law 34/2006, of October 30](#).

¹⁶² Click [here](#) for a list of all the Spanish public universities that have a Faculty of Law or Legal Sciences, and therefore, where you will be able to take the Master's Degree in Access to the Legal Profession.

exam will certify that you are qualified to practice as a lawyer in Spain.¹⁶³

Important Information: no one may sit the Prueba de Acceso a la Abogacía (*Bar Exam*) without having previously obtained the Máster de Acceso a la Abogacía (Master's Degree to Access the Legal Profession). Therefore, both are essential requirements to practice law in Spain.

b. When can I sit the Prueba de Acceso a la Abogacía (Bar Exam)?

The Ministry of Justice will convene the Prueba de Acceso a la Abogacía (*Bar Exam*) at least once a year, in accordance with Article 7 (Evaluation) of Law 34/2006, of October 30, on access to the professions of law and court agent.

Nevertheless, as a general rule, at the moment the test is being held twice a year.¹⁶⁴

c. When do I need to submit my application in order to sit the Prueba de Acceso a la Abogacía?

The deadline for submitting applications to register for the Bar Exam will be 15 working days from the day following the publication of the announcement in the BOE (*Official State Gazette*).

d. How can I register for the Prueba de Acceso a la Abogacía (Bar Exam)?

The registration for the Prueba de Acceso a la Abogacía (*Bar Exam*) **must be** done electronically,¹⁶⁵ through the Electronic Office of the Ministry of Justice (*Sede Electrónica del Ministerio de Justicia*). To do so, you will need to use the cl@ve system¹⁶⁶ or an electronic certificate¹⁶⁷ to identify yourself.

d. Which process should I select in the Electronic Office of the Ministry of Justice in order to register for the Exam?

The process to register for the Prueba de Acceso a la Abogacía (*Bar Exam*) is referred to by the Ministry of Justice as: "Evaluation of professional aptitude for the access to the professions of Lawyer and Court Agent" (*Evaluación de la aptitud profesional para el acceso a las profesiones de la Abogacía y de la Procura*).

¹⁶³ The obligation to take the evaluation test in order to practice Law in Spain is set forth in [Law 15/2021, of October 23](#), which includes modifications to [Law 34/2006, of October 30](#), Article 7 (Evaluation).

¹⁶⁴ On the [official website of the Ministry of Justice](#) you can find updated information on the content of the test, application deadlines, calls for applications and other relevant information.

¹⁶⁵ There is no option to initiate the application physically in a delegation, it must always be done electronically.

¹⁶⁶ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, refer to [this section](#). Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

¹⁶⁷ For more information on how to register in the Electronic Office of the Ministry using the electronic certificate, refer to [this section](#). Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

Important Information: it is possible to change the language of the Electronic Office of the Ministry of Justice (*Sede Electrónica del Ministerio de Justicia*) into English in the upper right corner (“Español” or “Castellano”). However, it is important to note that not every section is translated.

To start the registration process, click on "Formalities" on the Electronic Office web page:

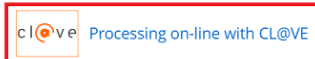
You will then see the complete list of all the procedures that can be done through the Ministry of Justice. In the list you will have to select the procedure for the Exam:

Death Cover Insurance Policy Certificate
Solicitud de Certificado de Contratos de Seguros de cobertura de fallecimiento
Check the status of your application and download the digital certificate
Download the form 790
Verification of the certificate
Evaluation of professional aptitude for access to the professions of Lawyer and Court Agent
Verification of professional certificates and qualifications
Application for registration or correction in aptitude tests
Consultation of results in aptitude tests

Then, to start the registration process, click on "Processing on-line with CI@ve", in the section "Application for registration or correction in aptitude tests:"

Evaluation of professional aptitude for access to the professions of Lawyer and Court Agent

Application for registration or correction in aptitude tests



Full electronic procedure

You can submit your application electronically in the aptitude tests that have the registration or correction period open.

To do this, you must identify yourself through the Cl @ ve system using agreed passwords or electronic certificates issued for a Spanish identity document (DNI / NIE). Integrated with Cl @ ve, the option of identifying European citizens using a means of identifying their country of origin has been enabled. The trust service providers of the different member states are responsible for the availability of the notified electronic identification systems.

You will then have to identify yourself, using the cl@ve system.¹⁶⁸ Once you have identified yourself, the system will guide you through the specific steps you will need to follow to fill in the registration form correctly with your personal information.

- e. *How will I know if I can sit the Exam once I have registered for it in the Ministry's Electronic Office?*

After the registration period is over, the Ministry will publish a provisional list of admitted candidates, and will grant a 10-day correction period. Subsequently, the Ministry will publish the final list of admitted candidates that can sit the exam.

- f. *Do I have to pay a fee to take the Bar Admission Test?*

No, the exam is free of charge.

- g. *Do I have to meet any requirements to sit the Prueba de Acceso a la Abogacía (Bar Exam)?*

Yes, you must have obtained the Máster de Acceso a la Abogacía (*Master's Degree to Access the Legal Profession*) and, previously, a Bachelor's Degree in Law.

Nevertheless, it is important to review the specific Call for Applications, which will be published in the BOE (*Official State Gazette*), in case the Administrations asks for additional requirements.¹⁶⁹

¹⁶⁸For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, refer to [this](#) section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

¹⁶⁹ If you wish, you may also consult the Calls for Applications of previous years, which are published on the [official website of the Ministry of Justice](#).

h. What does the Prueba de Acceso a la Abogacía (Bar Exam) consist of?

The Prueba de Acceso a la Abogacía (*Bar Exam*) consists of 75 questions, divided into two different blocks:

- 50 questions on subjects common to the practice of law.
- 25 questions on specific subjects. You may choose from the following specialization: civil and commercial, criminal, administrative and contentious-administrative, or labor law.

iii. Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (Legal Waiver of Nationality for the Practice of Law)

Anyone coming from countries outside the European Union (EU) or the European Economic Area (EEA) will need to request the Dispensa de Nacionalidad Española (*Spanish Nationality Waiver*) in order to become a member of the bar and practice law in Spain, after having validated their studies.¹⁷⁰

Important Information: according to Royal Decree 240/2007, of February 16, (Article 2 and 2bis), all family members of EU or EEA citizens, who share the following family link, when accompanying or joining them in Spain, will be exempt from applying for the Dispensa de Nacionalidad Española (*Spanish Nationality Waiver*):

- Spouse or domestic partner.
- Direct descendant (or of their spouse).
- Direct ascendant (or of their spouse).
- Family members who are dependent on them or live with them.

a. What documents do I need to submit in order to request the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (Legal Waiver of Nationality for the Practice of Law)?

In order to apply for the Nationality Waiver, you must submit the following documentation along with the completed application form that you will find on the website of the Ministry of Justice.¹⁷¹

1. Identity document, issued by the authorities of your country of origin.
2. Residence permit in Spain.
3. Certificate of homologation of the Bachelor's Degree in Law.
4. Certificate of lack of criminal record in the country of origin, issued by the competent authority.
5. Certificate of lack of criminal record in Spain, issued by the competent authority.
6. Certificate of aptitude in the Prueba de Acceso a la Abogacía (evaluation of professional training for the practice of law).

For this specific case, the Ministry will accept certified photocopies of the first (1) and second (2) documents.¹⁷²

¹⁷⁰ According to information provided by the Ministry of Justice on its [official website](#).

¹⁷¹ All these requirements are explained on the [official website](#) of the Ministry of Justice.

¹⁷² For more information on certified photocopies please [click here](#).

Important Information: bear in mind that, in the case of having to submit documents physically, it will never be necessary to present the originals, but an authentic copy.¹⁷³ This applies to all the administrative procedures that require the submission of documents, physically. It may only be necessary to provide the original documentation in case there are doubts as to whether the documentation is authentic or not.

i. *How can I request the Certificate of Criminal Record in Spain?*

The Certificate of Criminal Record in Spain can be requested through the Electronic Office of the Ministry of Justice (*Sede Electrónica del Ministerio de Justicia*), by filling in a form with your personal information and the payment of Fee 006.¹⁷⁴

b. *How can I request the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (Legal Waiver of Nationality for the Practice of Law)?*

The application for the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (*Legal Waiver of Nationality for the Practice of Law*) can be processed as follows:

- Electronically: through the Electronic Office of the Ministry of Justice¹⁷⁵ using the electronic certificate¹⁷⁶ to identify yourself.
- In person: at any administrative office of the General State Administration or of the Autonomous Communities, or through certified mail, addressed to the “Registro General del Ministerio de Justicia (Centro de Atención al Ciudadano)”, that is the General Registry of the Ministry of Justice (Citizen Service Center).¹⁷⁷

To submit the application,¹⁷⁸ you must fill in the form with your personal information and attach the required documents (as explained in this section), to submit it either electronically or in person.

c. *Which process should I select in the Electronic Office of the Ministry of Justice in order to start the application?*

The process to apply for the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (*Legal Waiver of Nationality for the Practice of Law*) is referred to by the Ministry as: "Applications and documents" (*Solicitudes y escritos*):

Important Information: it is possible to change the language of the Electronic Office of the Ministry of Justice (*Sede Electrónica del Ministerio de Justicia*) into English in the upper right corner (“Español” or “Castellano”). However, it is important to note that not every section is translated.

¹⁷³ For more information on certified photocopies please [click here](#).

¹⁷⁴ For more information on Fee 006, see the section "Payment of the Fee for Obtaining Certificates of Criminal Records, Last Wills and Death Coverage Insurance Contracts through Electronic Banking Systems" on [the official website](#) of the Ministry of Justice. The process is the same as for the rest of the fees explained in the previous procedures, which needs to be done using [Model 790](#).

¹⁷⁵ To start the procedure click on "Tramitación on-line con Certificado Digital."

¹⁷⁶ If you want to know how to register in the Electronic Office using the electronic certificate, go [here](#).

¹⁷⁷ If you would like to learn more about what a "Certified Letter" is and how they work, you can access the [official Correos website](#), where they explain in detail what the "Certified Letter" consists of.

¹⁷⁸ The Ministry of Justice provides a [Model](#) on its [official website](#).

To start the registration process, click on "Formalities" on the Electronic Office web page:

The screenshot shows the 'Sede electrónica' website header with the Spanish flag and 'GOBIERNO DE ESPAÑA' and 'MINISTERIO DE JUSTICIA' logos. The main navigation bar has 'Formalities' highlighted with a red box. Below are three main service icons: 'Search of procedures', 'Verification by CSV', and 'Status of my application'. The 'Formalities' section is expanded to show a list of services: Criminal Record Certificate, Spanish citizenship by residence, Birth Certificate, Marriage Certificate, Death Certificate, Inhabilitación de Registros de la Propiedad, Mercantiles y de Bienes Muebles, Digital certificate. Authentication and signature, Regulations, and Calendar of non-working days.

You will then see the complete list of all the procedures that can be done through the Ministry of Justice. In the list you will have to select the procedure for the Waiver:

The screenshot shows a list of procedures. The 'Applications and documents' section is highlighted with a red border. It includes the following items: 'Apel·l against legitimacy or illegitimacy in the appointment of auditors and independent experts', 'Home telematic of your application or processing', 'Consulta del estado de su solicitud', 'Estado de mi Solicitud (¿C3mo va lo mío?)', and 'Submission at the Electronic Registry of the Ministry of Justice'. Below this, the 'Appointment for the Civil Register' section is visible with the item 'Request an appointment'.

Then, to start the registration process, click on "Processing on-line with CI@ve", in the section "Submission at the Electronic Registry of the Ministry of Justice:"

You will then have to identify yourself, using the cl@ve system.¹⁷⁹ Once you have identified yourself, the system will guide you through the specific steps you will need to follow to fill in the registration form correctly with your personal information.

Important Information: the "Applications and Documents" form is a general form used for the submission and request of several official documents, not only for requesting the "Dispensa de Nacionalidad", so it is important that you select: "Proofs of Access to the Bar and the Attorney" as subject of the application, and attach all the information listed [here](#).

d. *When will I receive the resolution regarding my application for the Dispensa de Nacionalidad?*

The Administration will have three (3) months to provide a final decision regarding the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (*Legal Waiver of Nationality for the Practice of Law*). In accordance with the provisions of Royal Decree 1879/1994, of September 16, once the three months have passed, the application will be deemed to have been granted, i.e., it will be understood as if the resolution were favorable, thanks to the so-called positive administrative silence (*silencio positivo administrativo*).¹⁸⁰

If in doubt, where can I find more information?

For more information regarding the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (*Legal Waiver of Nationality for the Practice of Law*) visit the [official website of the Ministry of Justice](#).

¹⁷⁹ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, refer to [this](#) section. Alternatively, to create and use a username and password, you will need to physically visit a Ministry office.

¹⁸⁰ Article 25 of Law 39/2015, of October 1, of the Common Administrative Procedure of Public Administrations.

Additionally, can also make an in-person consultation at the Central Citizen Service Office at C/ Bolsa 8, Madrid (you must make an appointment on the official website of the Ministry of Justice, in the "Citizen Service" section); or by telephone dialing 902 007 214 or 918 372 285 from Monday to Friday from 9:00 am to 7:00 pm or Saturdays from 9:00 am to 2:00 pm.

iv. Registration in the Colegio de Abogados (Bar Association)

Lastly, the last requirement to be able to practice law in Spain is to register in the Colegio de Abogados, that is the Spanish Bar Associations.

Remember that you must have previously completed the validation of your law studies, obtained the Máster de Acceso a la Abogacía (*Master's Degree to Access the Legal Profession*), passed the Prueba de Acceso a la Abogacía (*Bar Exam*), and applied for the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (*Legal Waiver of Nationality for the Practice of Law*).

a. *What is a Colegio de Abogados (Bar Association)?*

It is a professional association composed by all the legal professionals that are qualified to practice law.

b. *How can I register in a Colegio de Abogados (Bar Association)?*

The inscription in the Colegio de Abogados (*Bar Association*) is an essential requirement to be able to practice Law in Spain. Take into account that you can register as a "Practicing Lawyer" or "Non-Practicing Lawyer", in this second case, you will not be able to practice as a Lawyer.

In order to become a member of one of the Colegio de Abogados (*Bar Association*), you must follow the specific steps indicated by the Colegio de Abogados itself.

c. *Do I have to register in a particular Colegio de Abogados?*

No, you may register in any of the eighty-three (83) Colegio de Abogados (*Bar Associations*) that currently exist in Spain.

d. *What do I need to become a member?*

In the first place, you must have obtained a Law Degree, the Máster de Acceso a la Abogacía (*Master's Degree to Access the Legal Profession*), passed the Prueba de Acceso a la Abogacía (*Bar Exam*), in addition to being in possession of the Dispensa Legal de Nacionalidad para el Ejercicio de la Abogacía (*Legal Waiver of Nationality for the Practice of Law*).

On the other hand, each Colegio de Abogados (*Bar Associations*) may require specific documents and, additionally, the payment of a mandatory fee. Most Associations will also request an identity document, a Certificate of Criminal Record or a health declaration, among others.

4. CAREER OPPORTUNITIES IN THE LEGAL SECTOR

a. Legal Possibilities in the Public Sector.

In order to work in the public Administration, in a job related to the legal sector, it is necessary to have passed a series of selective tests.

There are three types of selective tests:

- Oposición (Competitive Examination): tests to determine your skills and aptitudes. The access to the available positions will depend on the scores obtained.
- Concurso (Competition): procedures that evaluate the merits of the applicants by means of previously established scales. The order of access to the available positions will depend on the score obtained.
- Concurso-oposición (Competition-public entrance examination): mixed system in which the two previous types of tests are combined.

i. *Can foreigners access the civil service?*

Yes, foreigners will be able to access the competitive examinations to become personnel of the civil service.¹⁸¹ Those who do not have Spanish nationality, nor any other nationality from the EU, will be able to access the Calls for Applications after proving that in their country of origin they were not subject to a disciplinary sanction nor a criminal conviction.

Additionally, foreigners wishing to enter the civil service must prove that they are in possession of a temporary residence permit, a permanent residence permit, an authorization to reside and work or hold refugee status.

Important Information: bear in mind that foreigners will not be able to access all jobs, for example, they will not be able to work at the Spanish Security Council, or the Bank of Spain, among others.¹⁸²

ii. *What requirements must I meet in order to apply for a “oposición” (competitive examination)?*

In order to be eligible for the public sector selective tests, you must meet the following requirements:

1. You need to be at least 16 years of age, in order to be eligible for employment positions.
2. Not suffer from diseases or have physical limitations that are incompatible with the corresponding job functions.

¹⁸¹ Article 10 of [Organic Law 4/2000, of January 11](#).

¹⁸² To consult all the specific requirements for foreigners, please refer [to the official website of the Ministry of Justice](#), where the information on Public Employment is explained.

3. No disciplinary sanctions or criminal record, as the case may be.
4. University Degree: it will not be necessary to prove that you have a university degree for all positions. Only if you wish to access jobs classified in Group A of the public sector. However, it will always be necessary to certify that you have the ESO diploma, or the homologation of an equivalent foreign qualification.

iii. Do I have to pay a fee in order to access the selective tests of the Public Administration?

Yes, in order to be able to sit the tests you must have previously paid the “Examination Fee”, following the instructions indicated in the Announcement of the Vacancies, where the amount of the fee will also be established.

iv. Where can I find the specific information for each job position?

The specific information on the selective tests for each job position can be found in the specific Call for Applications (*Convocatoria*) for each one. The announcement will include the number of places available, the contents to be studied and the evaluation system, among other things.

To access the Call for Applications (*Convocatoria*), check the official website of the Ministry that offers the job you wish to apply for.¹⁸³

v. When do I have to submit my application?

Once the Call for Applications (*Convocatoria*) has been published in the BOE (*Official State Gazette*), you will have 20 working days to submit your application.

If in doubt, where can I find more information?

For more information regarding the civil service, you can check the [FAQ page](#) of the Ministry of Justice website.

You can also make an in-person consultation at the Central Citizen Service Office at C/ Bolsa 8, Madrid (you must make an appointment on [the official website of the Ministry of Justice](#), in the “*Citizen Service*” section), or a telephone consultation by calling: 902 007 214 or 918 372 285 from Monday to Friday from 9:00 am to 7:00 pm or Saturdays from 9:00 am to 2:00 pm.

b. Legal Opportunities in the Private Sector

i. Can foreigners work in the private legal sector?

Yes, after having passed the Prueba de Acceso a la Abogacía (*Bar Exam*), and having been admitted to the Colegio de Abogados (*Bar Association*), you will be able to practice as a lawyer in the private sector in Spain. That means that you will be able to work in law firms and other companies, or as an independent lawyer, among other options. Nowadays, the private sector offers a wide variety of jobs within the legal sector.

¹⁸³ To learn more about public employment positions in the legal sector, please consult [the official website of the Ministry of Justice](#) (“*Frequently Asked Questions*”).

ii. *How can I find out more information about job opportunities in the private legal sector?*

If you want to find out more information on the jobs available for practicing law in the private sector, it is advisable to frequently check the websites of job searchers such as for instance, [Infojobs.net](https://www.infojobs.net) or [Infoempleo.com](https://www.infoempleo.com); or directly visiting the websites of different law firms and other companies in which you are interested to find out more about the job possibilities.

In addition to consulting the different professional profiles on [LinkedIn](https://www.linkedin.com) that may be of interest to you.

If in doubt, where can I find more information?

For more information on the requirements and work experience for practicing law, see [this](#) Section, where you can learn more about things of interest such as how to create your CV.

iii. *What are some of the job opportunities in the private legal sector?*

It is worth mentioning the possibility of practicing as a **paralegal** in the private sector. This figure offers support to lawyers by performing various functions, without being qualified to practice as a lawyer yet. This can be a good option for the phase prior to the Máster de Acceso a la Abogacía (*Master's Degree to Access the Legal Profession*), or the Prueba de Acceso a la Abogacía (*Bar Exam*).

Another option is to seek opportunities in numerous departments within private companies or even in other associations or NGOs. Some of the possible departments include: human resources, in-house legal counseling or training and research, among others.

Nevertheless, it is important to keep in mind that these positions may not be easy to land. The demand for employment in these fields is high and competition can be strong. Additional training, building a strong professional network and actively seeking opportunities in these fields can increase the chances of success when seeking jobs in non-traditional fields for lawyers.

5. EDUCATIONAL GRANTS AND SCHOLARSHIPS ¹⁸⁴

Educational scholarships offered by the Government of Spain are distributed and regulated by the Ministry of Education and the Ministry of Universities, in accordance with [Royal Decree 1721/2007, of December 21](#).

¹⁸⁴ Applicable Regulations:

- Specific Call for the Academic Year, in this case the Call for Applications for the 2023/2024 academic year.
- [Royal Decree 117/2023, of February 21](#), establishing the income and family wealth thresholds and the amounts of scholarships and study grants for the 2023/2024 academic year.
- [Royal Decree 1721/2007, of December 21, 2007](#), which establishes the system of personalized scholarships and study aids.
- [Organic Law 2/2009, of December 11, 2009](#), reforming Organic Law 4/2000, of January 11, 2000, on the rights and freedoms of foreigners in Spain and their social integration.

a. For which studies can I apply for an educational scholarship?

At present, scholarships are offered for secondary education and the Spanish Bachillerato, Occupational Training (FP) degrees and other non-university higher courses, bachelor's and master's degrees. Additionally, the Governments offers other educational support grants for early-childhood education, primary and secondary education courses, are also available.

All educational scholarships offered by the Ministries of Education and Universities are regulated according to the provisions of a specific call document published for each school year.¹⁸⁵

b. Introduction: Shared Characteristics of All Grants

1. Requirements

a. *What requirements must I meet in order to qualify for a scholarship?*

In order to be eligible for an educational scholarship for **any post-compulsory studies**¹⁸⁶, the applicant must meet all the general, economic and academic requirements established by the specific academic year.¹⁸⁷

(i) General Requirements

b. *Do the general requirements apply to all educational scholarships?*

Yes, the general requirements are applicable for all educational scholarships offered, both for university and non-university studies.

c. *What are the general requirements?*

The general requirements are the following:¹⁸⁸

- Nationality: European Union (EU) citizenship, or in the case of non-EU citizens, the interested party must prove that he/she has a residence permit in Spain.¹⁸⁹

¹⁸⁵ You can download the Convocatoria General del Curso 2023/2024 (*Call for Applications for the 2023/2024 Academic Year*) on the website of the Ministry of Education (sub-section "Normativa Y Documentación"). You can also consult in this link the Call for the Academic Year 2023/2024 for Post-compulsory Studies (university and non-university).

¹⁸⁶ Post-compulsory studies include university education, and higher education after ESO; language studies, religious studies. For more information on subsidized studies, please consult the official website of the Ministry of Education and Royal Decree 1721/2007 of December 21.

¹⁸⁷ In accordance with the provisions of Royal Decree 1721/2007, of December 21.

¹⁸⁸ According to information provided by the Ministry of Education on its official website.

¹⁸⁹ The Call for Applications (*Convocatoria General*) for the 2023/2024 academic year establishes that foreigners wishing to access the public system of scholarships and grants must prove that they have obtained a residence permit by December 31, 2023. Nevertheless, that same document specifies that in the case of refugees or beneficiaries of subsidiary protection, the residence permit may be obtained until June 31, 2023.

Important Information: foreigners under 18 years of age will have the right to access the public system of scholarships and grants under the same conditions as Spaniards, in accordance with the regulations on the rights and freedoms of foreigners in Spain.¹⁹⁰

- Not having obtained a degree at the same level or higher than the level of the studies for which the scholarship is being requested.
- Be enrolled in any of the courses established by the pertinent regulatory Call for Applications (*convocatoria*), which include: Bachillerato (*Baccalaureate*), FP (*Occupational Training*), Bachelor's Degree, Master's Degree, Higher Education Courses, and other courses from the Spanish educational system.

(ii) Financial Requirements

d. *Are the financial requirements applicable to all educational scholarships?*

Yes. Similar to the general requirements, the financial requirements are applicable for all educational scholarships offered, both for university and non-university studies.

e. *What are the applicable financial requirements?*

The financial or economic requirements depend on the family income in the previous year. That is to say, to apply for scholarships for the 2023/2024 academic year, for example, the competent administrative body will take into consideration the income of the year 2022.

The income threshold or limit¹⁹¹ considered by the Ministry to grant a scholarship depends on the number of members that make up the so-called "family unit." The scales for each income threshold are published annually in the annual Call for Applications (*Convocatoria*) that applies to the scholarship that you wish to apply for.

Important Information: It is worth mentioning that there are certain situations that could prevent access to the system of scholarships and public aid, that depend on certain variables, related to the ownership of movable and immovable assets (different from the habitual residence), both in Spain and abroad;¹⁹² and, if applicable, the performance of certain economic activities.¹⁹³

i. *Who is considered a member of a Family Unit?*

According to the Spanish Ministry of Education, the members of a family unit will be the following:¹⁹⁴

¹⁹⁰ This regulation is included in Organic Law 2/2009, of December 11.

¹⁹¹ For more information on the different income thresholds that establish the economic requirements, please consult the Convocatoria General del Curso 2023/2024 (Call for Applications for the 2023/2024 Academic Year), or the official website of the Ministry of Education.

¹⁹² In accordance with the regulations that establish the assets that will be taken into consideration for the Spanish Personal Income Tax (IRPF).

¹⁹³ If you meet these characteristics, please refer to the regulations for a detailed review of the limits applicable to each case.

¹⁹⁴ In accordance with the provisions of Royal Decree 1721/2007, of December 21 (Article 14).

- The father and mother; or, guardian or person having legal custody of a minor.¹⁹⁵
- Unmarried siblings under 25 years of age; and siblings over 25 years of age with a disability.
- The grandparents if they live with the applicant, and can justify it.
- The student applying for the scholarship.

An independent family unit can also be considered to be that formed by:

- The student applying for the scholarship.
- A spouse or domestic partner.
- Children living at home.

(iii) Academic Requirements

f. Are the academic requirements applicable to all educational scholarships?

No, unlike the previous requirements, the academic requirements will vary depending on the degree you wish to obtain or pursue. Nevertheless, they will be based on the average grade obtained in the entrance exams or in the previous courses and, if applicable, the number of credits enrolled

The specific academic requirements for university and non-university studies are specified below.

2. How is the amount of money I will receive from an educational scholarship calculated?

The money received from university and non-university scholarships is the sum of two components: a fixed amount and a variable amount.

(i) Fixed Amount

g. What is the fixed amount?

The fixed amount is determined annually in the specific annual Call for Applications (*Convocatoria*). Therefore, if applicants meet all the requirements determined in the annual Call for Applications, they will receive one or more of the following fixed amounts:

- Enrollment Grant (*Beca Matrícula*): will be the amount necessary to cover the price of all the credits enrolled in the course. However, it should be noted that this amount will not cover, in any case, second or subsequent enrollments, only the first one. Similarly, it will only cover the minimum credits necessary to obtain the degree. The amount of

¹⁹⁵ In case of divorce or legal separation of the parents, consult the Ministry's website for information on the eligible members of the family unit.

this grant will be determined in accordance with the official prices set in for each specific course,¹⁹⁶ including for private universities.

- Fixed amount linked to the student's income: the granting of this amount will depend on the family income. These amounts are established in the Call for Applications for each academic year.¹⁹⁷
- Fixed amount linked to the student's residence during the school year: this amount will be granted to those who can justify the need to live in a place other than their usual residence during the entire school year, due to the distance between their home and the university, schedules, or other similar reasons. For this purpose, rent, student residence or other expenses must be justified.
- Fixed amount linked to excellence in academic performance: this amount will depend on the applicant's average grade, which must be higher than an 8 in the previous course or entrance exams. The calculation of the grade is explained in the Call for Application for each academic year.
- Basic Grant: this grant will be guided by the family income threshold 3.¹⁹⁸ It is important to note that those who receive the fixed amount linked to the applicant's income will not have access to this specific item.

(ii.) Variable amount

h. What is the variable amount?

The variable amount will be calculated with the left-over budget, once the fixed amounts have been assigned to all the applicants who received a scholarship. The variable amount follows a proportional calculation, using a mathematical formula that takes into account both the average academic grade and the family income.¹⁹⁹

¹⁹⁶ The prices of public university studies are established by the different Autonomous Communities, so they will differ from one Community to another. For more information on the prices of the university degrees, visit the official websites of each community.

¹⁹⁷ For more information on the income thresholds, consult the annual Call for Applications of the corresponding school year.

You can download the Convocatoria General del Curso 2023/2024 on the [website of the Ministry of Education](#) (sub-section "Normativa Y Documentación"). You can also consult in this link [the Call for the Academic Year 2023/2024 for Post-compulsory Studies](#) (university and non-university).

¹⁹⁸ For more information on the income thresholds, consult the annual Call for Applications of the corresponding school year.

You can download the Convocatoria General del Curso 2023/2024 on the [website of the Ministry of Education](#) (sub-section "Normativa Y Documentación"). You can also consult in this link [the Call for the Academic Year 2023/2024 for Post-compulsory Studies](#) (university and non-university).

¹⁹⁹ According to information provided by the Ministry of Education on its [official website](#).

Amount ²⁰⁰	Euros
Enrollment Grant	Equivalent to the price of the credits enrolled, established by each Autonomous Community.
Fixed Amount Linked to the Applicant's Income	1700€
Fixed Amount Linked to the Applicant's Residence During the Course	2500€
Fixed Amount Linked to Excellence in Academic Performance	Between 50€ and 125€, depending on the average grade.
Basic Scholarship	300€ or 350€ (Basic Grade Vocational Training).
Minimum Variable Amount	60€

Important Note: the amounts mentioned above are regulated by [Royal Decree 117/2023 of February 21](#), which was consulted in May 2023. However, it is important to consider that the fees may vary annually. Therefore, it is always advisable to check the latest changes regarding public fees, before applying for a scholarship. To do so, visit the [official website of the Ministry of Education](#).

c. Scholarships for University Studies

According to the call published for the 2023/2024 academic year,²⁰¹ scholarships may be requested for undergraduate and Master's degree studies, for university qualifying courses for people over 25, or to take complementary credits or training courses in order to access or obtain a Bachelor's or Master's degree.

Important Note: When applying for any of the scholarships mentioned below, please note that the information provided is based on the 2023/2024 Academic Year, it is always advisable to check the specific requirements and fees of the academic year for which the scholarship is being requested.

i. How much money will I be able to receive with a college scholarship?

In accordance with the amounts defined in the previous section, applicants for [scholarships for university studies](#) will be able to benefit from:

- The [Enrollment Grant](#) and the variable amount (university access courses for over 25 year olds can only benefit from the minimum amount of €60).²⁰²

²⁰⁰ The amount of each amount will be established by the annual Royal Decree, with the exception of the Tuition Scholarship which will depend on the prices established by each autonomous community. In this case the applicable decree is [Royal Decree 117/2023 of February 21](#).

²⁰¹ You can download the Convocatoria General del Curso 2023/2024 on the [website of the Ministry of Education](#) (sub-section "Normativa Y Documentación"). You can also consult in this link [the Call for the Academic Year 2023/2024 for Post-compulsory Studies](#) (university and non-university).

²⁰² This amount corresponds to [Royal Decree 117/2023 of February 21](#), which was consulted in May 2023. However, please note that the fees may vary annually. Therefore, it is recommended to consult the latest updates regarding public fees, before applying for the scholarship, through the website of the Ministry of Education and Vocational Training and the call for the corresponding course.

- In addition, they will be eligible for the fixed amount linked to the student's income.
- Or to the fixed amount linked to the applicant's residence during the course.
- Or to the fixed amount linked to excellence in academic performance (with the exception of university access courses for those over 25 years of age and complementary credits or training complements to obtain Bachelor's or Master's degrees).

1. Requirements

ii. *What requirements must I meet in order to apply for a scholarship for my university studies?*

The applicant must meet all general, academic and financial requirements.²⁰³ The general and financial requirements, being common to all scholarships, are explained above in this introductory section.

iii. *What **academic requirements** must I meet in order to apply for a scholarship for my university studies?*

The academic requirements for scholarships for university studies depend on the **average grade** obtained in the entrance exams or in previous courses, and the **number of credits enrolled in**. These requirements will vary depending on the degree you wish to study, the academic year and the number of credits enrolled.²⁰⁴

- 1st year of Bachelor's or Master's Degree: you must register for 60 credits,²⁰⁵ and have a minimum average grade of 5 in the university entrance exam or studies.²⁰⁶
- 2nd Year and Subsequent Degrees: the specific academic requirements for each degree will depend on the branch to which the studies belong. In the case of wanting to take a degree in social and legal sciences, arts and humanities, the interested party must register for 60 credits.²⁰⁷ In addition, they must have passed at least 90% of the credits enrolled in the previous year.²⁰⁸

Important Information: It is worth mentioning that there are certain special situations in which the requirements

²⁰³ In accordance with the provisions of Royal Decree 1721/2007, of December 21.

²⁰⁴ In accordance with the provisions of Royal Decree 1721/2007, of December 21,(Section 2 of Chapter III).

²⁰⁵ Although they may also have a partial enrollment (between 30 and 59 credits), and still have access to the tuition scholarship and the variable minimum amount. Also, since there are certain degrees or courses that have particular characteristics, such as double degrees, four-month courses, final year courses, etc., it is advisable to consult the specific call for the academic year you wish to take in order to check the specific conditions of the credits.

²⁰⁶ In case of having taken the EvAU, a specific calculation will be followed (using the average grade of the Baccalaureate and the subjects of the compulsory phase), explained in the call.

You can download the Convocatoria General del Curso 2023/2024 on the website of the Ministry of Education (sub-section "Normativa Y Documentación"). You can also consult in this link the Call for the Academic Year 2023/2024 for Post-compulsory Studies (university and non-university).

²⁰⁷ As in the first years of undergraduate studies, they may also have a partial enrollment (between 30 and 59 credits), and have access to the tuition scholarship and the minimum variable amount.

²⁰⁸ However, if you wish to pursue degrees in engineering or architecture, science, or health sciences, you must check the specific requirements for these fields.

may vary. For example, if the applicant is studying in online-mode, or if he/she has some type of disability.²⁰⁹

- iv. *Do I need to provide any specific documents in order to apply for an educational grant for university studies?*

No, it will not be necessary, unless expressly requested by the administrative body processing your request. In which case, they will contact you by electronic means.

2. Procedure

- a. *When do I have to submit my application for a scholarship for university studies?*

The deadlines vary for each academic year, so it is important that you consult the official website of the Ministry of Education in order to access the annual Call for Applications (*Convocatoria General*) for the corresponding academic year.²¹⁰

Generally, deadlines for the following academic year open in March and end in May. Applications submitted after the deadline will not be accepted.

- b. *How can I apply for a scholarship for university studies?*

It is important to note that all the application for scholarships **must** be submitted electronically,²¹¹ through the Electronic Office of the Ministry of Education. To be able to start your application you will need to have a digital certificate or use the cl@ve system²¹² to identify yourself.

Once the application has been generated, you must fill in the form with your personal data. Initially you will not need to provide any documents, since the Ministry will consult all the necessary data to assess the application, through the Scholarship Units.²¹³

Important Information: In exceptional situations, the Scholarship Unit may request additional documentation, which will be notified to you by email.

²⁰⁹ For more information on the requirements in exceptional circumstances, please refer to Royal Decree 1721/2007, of December 21, and the corresponding annual Call for Applications.

²¹⁰ You can download the Convocatoria General del Curso 2023/2024 on the website of the Ministry of Education (sub-section "Normativa Y Documentación"). You can also consult in this link the Call for the Academic Year 2023/2024 for Post-compulsory Studies (university and non-university).

²¹¹ In accordance with Article 14.3 (Derecho y obligación de relacionarse electrónicamente con las Administraciones Públicas) of Law 39/2015, of October 1, the Public Administration can oblige citizens to interact with them through electronic means for some procedures. Which is why, there is no possibility of starting the application physically at an office, it needs to be done electronically.

²¹² For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, please go to this section.

²¹³ The Scholarship Units, in relation to the scholarships for university studies, are dependent bodies of the university in which you wish to study. On the website of the Ministry of Education, in the "Contact" subsection of the "Scholarships and Grants" section, you can find out which Scholarship Unit will process your application, depending on the Province in which you wish to study.

- c. Which process should I select in the Electronic Office of the Ministry of Education in order to start my application?

The process of applying for scholarships for university studies is referred to by the Ministry of Education as: “Becas y ayuda a alumnos de niveles postobligatorios (*Scholarships and assistance to post-compulsory level students*) with SIA²¹⁴ number: 050130.

To start the process, you must enter "Becas y ayuda a alumnos de niveles postobligatorios" in the search engine ("Buscar Trámites") of the Electronic Office of the Ministry of Education:



Then you must click on "Acceso" in the corresponding procedure ("Becas y ayuda a alumnos de niveles postobligatorios"):



Important Information: before starting the electronic process, check that it is the correct academic year, since

²¹⁴The SIA is the System of Administrative Information, which provides a detailed index of all the relevant information to the administrative formalities.

more than one Call may appear, as you can see in the image.

You will then need to identify yourself (using a username and password with your identity document²¹⁵ or by using the cl@ve system²¹⁶). Once you have identified yourself, the system will guide you through the steps you will need to follow to submit your application correctly.

If in doubt, where can I find more information?

For more information on how to apply for educational scholarships for university studies, please consult [the official website](#) of the Ministry of Education.

Additionally, you can contact the Ministry electronically through the [Electronic Office of the Ministry of Education](#); or by telephone dialing 910 837 937, Monday to Friday from 9:00 am to 5:30 pm.

*d. What is the **provisional resolution** of my application?*

Once the application has been submitted, the Ministry of Education will verify if the applicant meets all the financial requirements to grant the scholarship. You will then be informed of the Ministry's **provisional decision** by means of an electronic notification.

If you disagree with the provisional resolution, you may file an objection within ten (10) working days (excluding Saturdays, Sundays and holidays) from the day following receipt of the notification.²¹⁷

*e. What is the **final resolution** of my application?*

Finally, the Ministry of Education will publish on its website a list of all the beneficiaries of the scholarships, as a final resolution.

f. Can I appeal the decision?

If the decision has been negative or unfavorable, then the applicant can contest it through a formal appeal referred to as "*recurso potestativo de reposición*" before the administrative body that issued the final decision. You will have a month (1) from the day following the notification of the final decision to appeal (the deadline will be due that same day of the following month, regardless of the actual number of days that have passed). The Administration will in turn, have another month to rule on the appeal.²¹⁸

Once the judge has ruled on the appeal, either deliberately or as an implied rejection (*silencio administrativo negativo*), the applicant has the possibility of contest the decision through another formal appeal referred to as "*recurso contencioso-administrativo*" before the Court of Contentious-Administrative Proceedings (*Tribunales de la Jurisdicción Contencioso-*

²¹⁵ For more information about the White Sheet ("Hoja Blanca"), Red Card ("Tarjeta Roja") or TIE card go [here](#).

²¹⁶ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, please go to [this](#) section.

²¹⁷ The [Ministry's website](#) provides information on how to challenge the Ministry's provisional and final resolutions by means of allegations, appeals for reconsideration or contentious-administrative appeals.

²¹⁸ Art. 124, [Law 39/2015, of October 1](#), of the Administrative Procedure. Common of Public Administrations

Administrativa).²¹⁹ You will have two (2) months from the day following the notification of the final decision to appeal (the deadline will be due that same day of the following month, regardless of the actual number of days that have passed).²²⁰

If in doubt, where can I find more information?

For more information on the application process for university education scholarships, please consult the [FAQ page](#) on the [official website of the Ministry of Education](#).

Additionally, you can contact the Ministry electronically through the [Electronic Office of the Ministry of Education](#); or by telephone dialing 910 837 937, Monday to Friday from 9:00 am to 5:30 pm.

d. Non-University Scholarships

Non-university scholarships are only aimed at **post-compulsory education**, i.e. all courses after Compulsory Secondary Education (ESO).

According to the Call for Applications published for the 2023/2024 academic year,²²¹ applicants can apply for scholarships to study Bachillerato (1st and 2nd year), access courses and preparation for FP (Formación Profesional, *Occupational Training*), FP studies (including both intermediate, higher and basic level cycles), artistic education (professional and higher), language education in Official Language Centers, sports education or higher religious studies.

i. How much money will I receive from an educational scholarship for my non-university studies?

Applicants for scholarships for non-university studies may benefit from the fixed amount linked to the student's income, the fixed amount linked to the applicant's residence during the course and the fixed amount linked to excellence in academic performance, except for those grants linked to language courses, access courses and preparation for vocational training and basic level training courses.

Nevertheless, all applicants taking non-university courses may benefit from the basic scholarship and the variable amount, although for language courses and basic level training courses the amount will be the minimum (€60).

²¹⁹ Art. 123 of [Law 39/2015, of October 1](#), of the Common Administrative Procedure of the Public Administration.

²²⁰ Art. 46, [Law 29/1998, of July 13, 1998](#), regulating the Contentious-Administrative Jurisdiction.

²²¹ You can download the Convocatoria General del Curso 2023/2024 on the [website of the Ministry of Education](#) (sub-section "Normativa Y Documentación"). You can also consult in this link [the Call for the Academic Year 2023/2024 for Post-compulsory Studies](#) (university and non-university).

1. Requirements

ii. *What requirements must I meet in order to apply for a scholarship for my university studies?*

Applicants must meet all general, academic and financial requirements.²²² The general and financial requirements are common to all scholarships, as explained in this section.

iii. *What **academic requirements** must I meet in order to apply for a scholarship for non-university studies?*

The academic requirements depend on the average grade obtained in the entrance exams or in previous courses, the academic year you are enrolled in, and the number of credits enrolled in. These requirements will vary depending on the degree you wish to take.

First of all, in the event that the student wishes to attend the first year of any of the university courses, the following academic requirements must be met:

Course	Academic Requirements ²²³
Baccalaureate	<ul style="list-style-type: none"> - Average grade of at least a 5 in the last year of ESO or in the intermediate or basic level training cycle (which gives access to Bachillerato). - Enroll in the complete course. Applicants cannot be retaking the course.
Intermediate Level Training Cycle	<ul style="list-style-type: none"> - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Higher Level Training Cycle	<ul style="list-style-type: none"> - Average grade of at least a 5 in the last year of high school or in the entrance exam or course. - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Professional Music and Dance Education	<ul style="list-style-type: none"> - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Teaching in Official Language Schools	<ul style="list-style-type: none"> - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Higher Artistic Education and Other Higher Non-University Studies.	<ul style="list-style-type: none"> - Average grade of at least a 5 in the entrance exam or course. - Enroll in 60 credits or all courses. <p>Both requirements must be fulfilled in this course as well as in previous courses already taken.</p>

On the other hand, in the event that the student wishes to attend the second or subsequent years of any of the university courses, the following academic requirements must be met:

²²² In accordance with the provisions of Royal Decree 1721/2007, of December 21.

²²³ In accordance with the provisions of Royal Decree 1721/2007, of December 21 (Section 1 of Chapter III).

Also, please note that you may also qualify for a limited scholarship if you enroll in at least half of the subjects in Bachillerato; at least half of the modules in Ciclo Formativo de Grado Medio; at least half of the modules in Ciclo Formativo de Grado Superior; at least half of the subjects in Enseñanzas Profesionales de Música y Danza; at least 30 credits in Enseñanzas Artísticas Superiores and Otros estudios superiores.

Course	Academic Requirements ²²⁴
Baccalaureate	<ul style="list-style-type: none"> - To have passed all but one of the previous year's courses. - Enroll in the complete course. Applicants cannot be retaking the course.
Intermediate Level Training Cycle	<ul style="list-style-type: none"> - Have passed at least 85% of the total hours of the previous course. - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Higher Level Training Cycle	<ul style="list-style-type: none"> - Have passed at least 85% of the total hours of the previous course. - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Professional Music and Dance Education	<ul style="list-style-type: none"> - To have passed all but one of the previous year's courses. - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Teaching in Official Language Schools	<ul style="list-style-type: none"> - Enroll in the complete course (both in this course and in the previous ones already taken). Applicants cannot be retaking the course.
Higher Artistic Education and Other Higher Non-University Studies. ²²⁵	<ul style="list-style-type: none"> - To have passed the minimum number of credits established in the previous year (90%). - Enroll in 60 credits or all the subjects (both in this course and in the previous ones already taken).

2. Procedure

a. *When do I need to submit my application for scholarships for university studies?*

The deadlines vary for each academic year, so it is important that you consult the official website of the Ministry of Education in order to access the annual Call for Applications of the corresponding academic year. ²²⁶

Generally, deadlines for the following academic year open in March and end in May. Applications submitted after the deadline will **not be** accepted.

b. *How can I apply for a scholarship for non-university studies?*

It is important to note that the application for the scholarships **must** be submitted electronically,²²⁷ through the Electronic Office of the Ministry of Education. To be able to start

²²⁴ Refer to the previous note.

²²⁵ In accordance with the provisions of Royal Decree 1721/2007, of December 21, (Section 4 of Chapter III).

²²⁶ You can download the Convocatoria General del Curso 2023/2024 (*Call for Applications for the 2023/2024 Academic Year*) on the website of the Ministry of Education (sub-section "Normativa Y Documentación"). You can also consult in this link the Call for the Academic Year 2023/2024 for Post-compulsory Studies (university and non-university).

²²⁷ In accordance with Article 14.3 (Derecho y obligación de relacionarse electrónicamente con las Administraciones Públicas) of Law 39/2015, of October 1, the Public Administration can oblige citizens to interact with them through electronic means for some procedures. Which is why, there is no possibility of starting the application physically at an office, it needs to be done electronically.

your application you will need to have a digital certificate or use the cl@ve system²²⁸ to identify yourself.

Once the application has been generated, you must fill in the form with your personal data. Initially, you will not need to provide any documentation, since the Ministry will consult all the necessary data to assess the application, through the Scholarship Units.²²⁹

Important Note: In exceptional situations, the Scholarship Unit may request additional documentation, which will be notified to you by email.

- c. *Which process should I select in the Electronic Office of the Ministry of Education in order to start the application?*

The process of applying for scholarships for university studies is referred to by the Ministry of Education as: “Becas y ayuda a alumnos de niveles postobligatorios (*Scholarships and assistance to post-compulsory level students*) with SIA²³⁰ number: 050130.”²³¹

- d. *What is the **provisional resolution** of my application?*

Once the application has been submitted, the Ministry of Education will verify if the applicant meets all the financial requirements to grant the scholarship. You will then be informed of the Ministry's **provisional decision** by means of an electronic notification.

If you disagree with the provisional resolution, you may file an objection within ten (10) working days (excluding Saturdays, Sundays and holidays) from the day following receipt of the notification.²³²

- e. *What is the **final resolution** of my application?*

Finally, the Ministry of Education will publish on its website a list of all the beneficiaries of the scholarships, as a final resolution.

- f. *Can I appeal the decision?*

If the decision has been negative or unfavorable, then the applicant can contest it through a formal appeal referred to as “*recurso potestativo de reposición*” before the administrative body

²²⁸ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, please go to [this](#) section.

²²⁹ The Scholarship Units, in relation to the scholarships for university studies, are dependent bodies of the university in which you wish to study. On the [website of the Ministry of Education](#), in the “Contact” subsection of the “*Scholarships and Grants*” section, you can find out which Scholarship Unit will process your application, depending on the Province in which you wish to study.

²³⁰ The SIA is the [System of Administrative Information](#), which provides a detailed index of all the relevant information to the administrative formalities.

²³¹ For more information on the application procedure, see [this](#) section, which explains the process for applying for scholarships for university studies, as both follow the same procedure.

²³² The [Ministry's website](#) provides information on how to challenge the Ministry's provisional and final resolutions by means of allegations, appeals for reconsideration or contentious-administrative appeals.

that issued the final decision. You will have a month (1) from the day following the notification of the final decision to appeal (the deadline will be due that same day of the following month, regardless of the actual number of days that have passed). The Administration will in turn, have another month to rule on the appeal.²³³

Once the judge has ruled on the appeal, either deliberately or as an implied rejection (*silencio administrativo negativo*), the applicant has the possibility of contest the decision through another formal appeal referred to as “*recurso contencioso-administrativo*” before the Court of Contentious-Administrative Proceedings (*Tribunales de la Jurisdicción Contencioso-Administrativa*).²³⁴ You will have two (2) months from the day following the notification of the final decision to appeal (the deadline will be due that same day of the following month, regardless of the actual number of days that have passed).²³⁵

If in doubt, where can I find more information?

For more information on the application process for non-university educational scholarships, please consult the [FAQ page](#) on [the official website of the Ministry of Education](#).

Additionally, you can contact the Ministry electronically through the [Electronic Office of the Ministry of Education](#); or by telephone dialing 910 837 937, Monday to Friday from 9:00 am to 5:30 pm.

e. Educational Support Grants

In addition to scholarships for university and non-university studies, the Ministry of Education offers another type of financial aid to provide support to students with specific educational support needs.

a. Who can apply for these grants?

These grants will be available to all students who have reached the age of 2 by December 31, 2022 (in the case of the 2023/2024 academic year), and who present educational support needs arising from disabilities, severe behavioral disorders or communication and language disorder, or autism spectrum disorder (ASD); or those students who present high intellectual abilities.²³⁶

b. Which studies do these grants cover?

The educational support grants can be used for any non-higher education course,²³⁷ as well as for Bachillerato or FP (*Occupational Training*) courses. It is important to note that these grants cannot be used for university studies.²³⁸

²³³ Art. 124, [Law 39/2015, of October 1](#), of the Administrative Procedure. Common of Public Administrations

²³⁴ Art. 123 of [Law 39/2015, of October 1](#), of the Common Administrative Procedure of the Public Administration.

²³⁵ Art. 46, [Law 29/1998, of July 13, 1998](#), regulating the Contentious-Administrative Jurisdiction.

²³⁶ Must be certified by the competent authorities and through medical certificates.

²³⁷ Non-higher education in the Spanish education system comprises pre-school, primary and compulsory secondary education.

²³⁸ To know more about the specific requirements for each of the educational support needs, you can access the [Convocatoria de Ayudas de Necesidad Específica de Apoyo Educativo del Curso 2023/2024 \(Call for Applications\)](#) or the [website of the Ministry of Education and Vocational Training](#).

1. Requirements

c. *Are there any requirements to apply for educational support grants?*

Firstly, in order to apply for an educational support aid, you must prove need²³⁹ and be at least 2 years old if you have disabilities or severe behavioral or language disorders, or 6 years old if you have high abilities.

Additionally, all those who present any of the aforementioned educational support needs, with the exception of high intellectual abilities, must be enrolled in a special education center or in a regular center that has special education units.

d. *What documentation do I have to present in order to apply for educational support grants?*

Depending on the educational support needs presented by the student, the Administration will request the presentation of specific documents, for instance certain medical certificates to justify such needs.²⁴⁰

e. *Do I have to meet any financial requirements in order to apply for educational support grants?*

Yes, in order to apply for this type of financial aid, you must comply with the economic requirements stipulated in the corresponding annual Call for Applications (*Convocatoria*).²⁴¹

These economic requirements depend on the family income in the previous year, i.e., to apply for scholarships for the 2023/2024 academic year, the competent administrative body will take into consideration the income of the year 2022. The income threshold or limit considered by the Ministry to grant a scholarship depends on the number of members that make up the so-called "family unit." The scales for each income threshold are published annually in the annual Call for Applications (*Convocatoria*) that applies to the scholarship that you wish to apply for.

The economic requirements for educational support grants are limited to an income threshold that follows the criteria established by the annual Royal Decree, which will set the amounts and requirements that must be met in order to qualify for this grant.

Important Information: It is worth mentioning that there are certain situations that could prevent access to the system of scholarships and public aid, based on certain variables, related to the ownership of movable and

²³⁹ Educational support needs may be caused by a disability or behavioral, language, or autism spectrum disorders. For more information on the types of educational support needs see the "Becas y ayudas" (*Scholarships and Grants*) section of the [official website of the Ministry of Education](#).

²⁴⁰ To consult the specific requirements for each of the educational support needs, you can access the [Convocatoria de Ayudas de Necesidad Específica de Apoyo Educativo del Curso 2023/2024](#) (*Call for Applications*) or the [website of the Ministry of Education and Vocational Training](#).

²⁴¹ To consult the financial requirements to be met to apply for educational support grants, you can consult the [Convocatoria de Ayudas de Necesidad Específica de Apoyo Educativo del Curso 2023/2024](#) or access the [website of the Ministry of Education and Vocational Training](#).

immovable assets (other than the habitual residence), both in Spain and abroad;²⁴² and, if applicable, the performance of certain economic activities.²⁴³

2. Procedure

a. *When do I need to submit my application for educational support grants?*

The deadlines vary for each academic year, so it is important that you consult the official website of the Ministry of Education in order to access the Call for Applications (*Convocatoria*) of the corresponding academic year.²⁴⁴

Generally, deadlines for the following academic year open in March and end in May. Applications submitted after the deadline will **not be** accepted.

b. *How can I apply for educational support grants?*

It is important to note that all the application for scholarships **must** be submitted electronically,²⁴⁵ through the Electronic Office of the Ministry of Education. To be able to start your application you will need to have a digital certificate or use the cl@ve system²⁴⁶ to identify yourself.

Once the application has been generated, you must fill in the form with your personal data, and attach the required certificates. Finally, once the application has been signed by the interested person and his/her family (in the case of minors), it must be submitted to the educational center where the applicant wishes to enroll.

c. *Which process should I select in the Electronic Office of the Ministry of Education in order to start my application?*

The process of applying for an educational support grant is referred to by the Ministry of Education as: “Becas y ayudas para alumnos con necesidad específica de apoyo educativo” (*Scholarships and grants for students with specific educational support needs*), with SIA²⁴⁷ number: 050140.

²⁴² In accordance with the regulations that establish the assets that will be taken into consideration for the Spanish Personal Income Tax (IRPF).

²⁴³ If you meet these characteristics, please refer to the regulations for a detailed review of the limits applicable to each case.

²⁴⁴ You can download the Convocatoria General del Curso 2023/2024 on the website of the Ministry of Education (sub-section “Normativa Y Documentación”). You can also consult in this link the Call for the Academic Year 2023/2024 for Post-compulsory Studies (university and non-university).

²⁴⁵ In accordance with Article 14.3 (Derecho y obligación de relacionarse electrónicamente con las Administraciones Públicas) of Law 39/2015, of October 1, the Public Administration can oblige citizens to interact with them through electronic means for some procedures. Which is why, there is no possibility of starting the application physically at an office, it needs to be done electronically.

²⁴⁶ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, please go to this section.

²⁴⁷ The SIA is the System of Administrative Information, which provides a detailed index of all the relevant information to the administrative formalities.

To start the process, you must enter "Becas y ayudas para alumnos con necesidad específica de apoyo educativo" in the search engine ("Buscar Trámites") of the Electronic Office of the Ministry of Education:



Then you must click on "Acceso" in the corresponding procedure ("Becas y ayudas para alumnos con necesidad específica de apoyo educativo"):



Important Information: before starting the electronic process, check that it is the correct academic year, since more than one Call may appear, as you can see in the image.

You will then need to identify yourself (using a username and password with your identity

document²⁴⁸ or using the cl@ve system²⁴⁹). Once you have identified yourself, the system will guide you through the steps you will need to follow to submit your application correctly.

If in doubt, where can I find more information?

For more information on the application process for educational support grants, you can consult the [FAQ page on the official website of the Ministry of Education](#).

Additionally, you can contact the Ministry electronically through the [Electronic Office of the Ministry of Education](#); or by telephone dialing 910 837 937, Monday to Friday from 9:00 am to 5:30 pm.

f. Language Scholarships

The educational scholarships of the Ministry of Education also include educational scholarships for language courses, as long as you are enrolled in the official schools of the educational administrations.²⁵⁰ These schools are the Escuelas Oficiales de Idiomas (EOI, *Official Language Centers*), where you can learn up to 23 different languages.

Additionally, the EOI offers Spanish courses for foreigners in Spain, at levels A1, A2, B1, B2, C1 and C2. These certifications, accredited by the Instituto Cervantes, are valid Spanish certificates for all of Spain.²⁵¹ This courses will prepare you to take the DELE (Diploma de Español como Lengua Extranjera, *Diploma of Spanish as a Foreign Language*) or the SIELE (Servicio Internacional de Evaluación de la Lengua Española, *International Service for the Evaluation of the Spanish Language*) certificate,²⁵² in any of the EOI centers.

i. What **requirements** must I meet in order to apply for a scholarship for my university studies?

The applicant must meet all general and financial requirements.²⁵³ The general and financial requirements are common to all scholarships, as explained above in [this](#) section.

²⁴⁸ For more information about the White Sheet ("Hoja Blanca"), Red Card ("Tarjeta Roja") or TIE card, refer to [this section](#).

²⁴⁹ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, please go to [this](#) section.

²⁵⁰ In accordance with the Call for Applications (*Convocatoria General*) for the 2023/2024 academic year. You can download the Convocatoria General del Curso 2023/2024 on the [website of the Ministry of Education](#) (sub-section "Normativa Y Documentación"). You can consult in this link [the Call for the Academic Year 2023/2024 for Post-compulsory Studies](#) (university and non-university).

²⁵¹ According to information provided by the Ministry of Education on its [official website](#).

²⁵² In order to practice as a lawyer in Spain you will need to have at least a B2 level with any of the above mentioned diplomas. For more information on the requirements to practice as a lawyer in Spain, please refer to [this](#) section.

²⁵³ In accordance with the provisions of [Royal Decree 1721/2007, of December 21](#).

ii. *What **academic requirements** must I meet in order to apply for a scholarship for my university studies?*

In order to obtain an educational scholarship for your language studies you must meet the following academic requirements:²⁵⁴

- Be enrolled for the full academic year in one of the official schools.
- Applicants must not be retaking the course for the second time.

iii. *How can I apply for an educational grant to study languages?*

It is important to note that all the application for scholarships **must** be submitted electronically,²⁵⁵ through the Electronic Office of the Ministry of Education. To be able to start your application you will need to have a digital certificate or use the cl@ve system²⁵⁶ to identify yourself.

Once the application has been generated, you must fill in the form with your personal data. Initially you will not need to provide any documents, unless the Administrations deems it necessary, in which case you will be contacted electronically.

iv. *Which process should I select in the Electronic Office of the Ministry of Education in order to start my application?*

The application process for language scholarships is the same as for university scholarships, called "Becas y ayuda a alumnos de niveles postobligatorios" (*Scholarships and aid for post-compulsory level students*), with SIA²⁵⁷ number: 050130.²⁵⁸

6. FREE TRAINING OPPORTUNITIES

a. Offered by NGOs

Some of the NGOs in Spain that offer free training courses are the following:

- **URDA-Instituto de la Lengua:** Offers Spanish courses for foreigners, both online and in person, for people who wish to learn or improve their level of Spanish.
- **Spanish Red Cross:** Offers a wide variety of courses in areas such as health,

²⁵⁴ In accordance with Article 20 of Royal Decree 1721/2007, of December 21.

²⁵⁵ In accordance with Article 14.3 (Derecho y obligación de relacionarse electrónicamente con las Administraciones Públicas) of Law 39/2015, of October 1, the Public Administration can oblige citizens to interact with them through electronic means for some procedures. Which is why, there is no possibility of starting the application physically at an office, it needs to be done electronically.

²⁵⁶ For more information on how to register in the Electronic Office of the Ministry using the cl@ve system, please go to [this](#) section.

²⁵⁷ The SIA is the System of Administrative Information, which provides a detailed index of all the relevant information to the administrative formalities.

²⁵⁸ For more information on the application procedure for language scholarships, see [this](#) section, which explains the process for applying for university scholarships, as both follow the same procedure.

emergencies, gender equality or social integration, among others.

- **Cáritas Española:** Offers courses in areas such as employment, vocational training, equal opportunities, among others.

Important Information: It is important to note that these organizations usually have specific requirements to access their free training courses, so it is advisable to consult directly with each of them for more detailed information.²⁵⁹

b. Free Online Training Platforms

There are several online platforms that operate globally to offer access to numerous courses for free, and some certifications at a moderate price. These platforms cover a wide range of topics, from business, law, medicine to arts and many more. Some of the most popular free online training platforms are: edX, Coursera, LinkedIn Learning or Khan Academy, among many others.

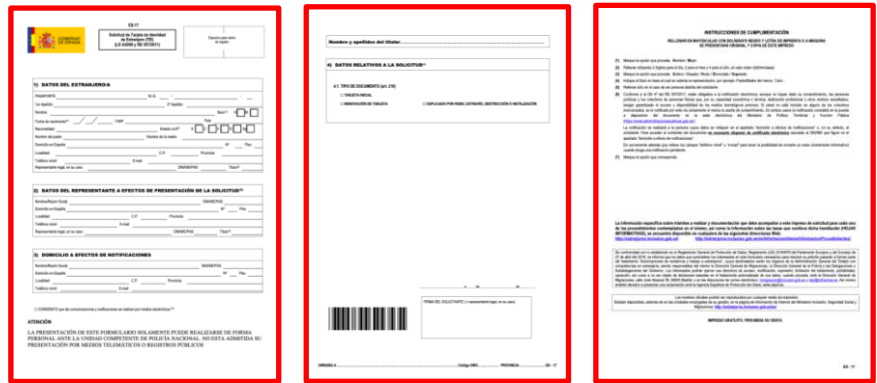
²⁵⁹ More information on the free training offered by NGOs can be found on [the UNHCR website](#) under "Aid Spain."

v. APPENDIX

1. EX-17 FORM

This form is used to apply for the TIE (“Tarjeta de Identidad de Extranjero” or Foreigner’s Identity Card). You can download the form from the Police’s website, in the “Extranjería” (immigration matters) section.

When you open the file, you will see that it contains the following 3 pages:



Start by filling in your personal data. If you are applying for a TIE for the first time, you can find your NIE (Número de Extranjero) on your “Hoja Blanca” and “Tarjeta Roja”

1) DATOS DEL EXTRANJERO/A	
PASAPORTE _____	N.I.E. _____
1er Apellido _____	2º Apellido _____
Nombre _____	Sexo ⁽¹⁾ <input type="checkbox"/> H <input type="checkbox"/> M
Fecha de nacimiento ⁽²⁾ ____/____/____	Lugar _____ País _____
Nacionalidad _____	Estado civil ⁽³⁾ S <input type="checkbox"/> C <input type="checkbox"/> V <input type="checkbox"/> D <input type="checkbox"/> Sp <input type="checkbox"/>
Nombre del padre _____	Nombre de la madre _____
Domicilio en España _____	Nº _____ Piso _____
Localidad _____	C.P. _____ Provincia _____
Teléfono móvil _____	E-mail _____
Representante legal, en su caso _____	DNI/NIE/PAS _____ Título ⁽⁴⁾ _____

Note – The initials of the section *Estado Civil* stand for: Single (S); Married (C); Widow/widower (V); Divorced (D); and Legally Separated (Sp).

2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD⁽⁶⁾			
Nombre/Razón Social		DNI/NIE/PAS
Domicilio en España		Nº Piso
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail	
Representante legal, en su caso		DNI/NIE/PAS Título ⁽⁴⁾

It is not necessary for you to fill section 2, as you will be presenting your own request.

3) DOMICILIO A EFECTOS DE NOTIFICACIONES			
Nombre/Razón Social		DNI/NIE/PAS
Domicilio en España		Nº Piso
Localidad	C.P.	Provincia	
Teléfono móvil	E-mail	

In the third part of the form, you will have to write the address you would like to receive official notifications from. The gaps request the following information, respectively: Name or company name; NIE; address in Spain (only the street); street number; floor; town or city; zip code; province; phone number; and email address.

CONSENTIO que las comunicaciones y notificaciones se realicen por medios electrónicos ⁽⁶⁾

Select the option above if you would rather access your notifications by means of the Sede Electrónica de Administraciones Públicas (or Public Administration e-office), using your digital certificate²⁶⁰.

Nombre y apellidos del titular

4) DATOS RELATIVOS A LA SOLICITUD⁽⁷⁾
4.1. TIPO DE DOCUMENTO (art. 210)
<input type="checkbox"/> TARJETA INICIAL
<input type="checkbox"/> RENOVACIÓN DE TARJETA <input type="checkbox"/> DUPLICADO POR ROBO, EXTRAÍO, DESTRUCCIÓN O INUTILIZACIÓN

Next, write your name and surnames; and select:

- If it is the first time you request your TIE: *Tarjeta Inicial*.
- If it is not the first time:

²⁶⁰ For more information about how to obtain and use your Digital Certificate (*Certificado Digital*) consult [this](#) section.

....., a de de



FIRMA DEL SOLICITANTE (o representante legal, en su caso)

DIRIGIDA ACódigo DIR3..... PROVINCIAEX - 17

Finally, write the place and date on which the document is signed, and sign it. For more information on the TIE application and renewal process, please refer to this [section](#).

Remember to make two copies of the form.

2. 790-012 FEE (TASA)

Payment of this fee is required to process the TIE application. At the Police e-Office, access the online form, which can be downloaded and printed once completed.

IDENTIFICACIÓN

N.I.F./N.I.E. (*)

Apellidos y nombre o razón social (*)

In the first section, identification, fill in the requested data.

<p>Domicilio</p> <p>Tipo de vía (*) <input type="text" value="calle / plaza / travesía / etc"/></p> <p>Nombre de la vía pública(*) <input type="text" value="Nombre de la vía pública."/></p> <p>Núm. (*) <input type="text" value="Número"/></p> <p>Escalera <input type="text" value="Escalera"/></p> <p>Piso <input type="text" value="Piso"/></p>	<p>Puerta <input type="text" value="Puerta"/></p> <p>Teléfono <input type="text" value="Teléfono"/></p> <p>Municipio (*) <input type="text" value="Municipio"/></p> <p>Provincia (*) <input type="text" value="Provincia"/></p> <p>Código Postal (*) <input type="text" value="Código Postal"/></p>
--	---

Please provide your address and telephone number, if you wish.

Mandatory fields are marked with "(*)".

AUTOLIQUIDACIÓN	
Autoliquidación (*) <input checked="" type="radio"/> Principal <input type="radio"/> Complementaria	
Num. Justificante	7 9 0 0 1 2
Importe	€

In the *Autoliquidación* section, select *Principal*. By selecting this option, you may ignore the *Num. Justificante* and *Importe* fields.

Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios.	
.TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos.	<input type="radio"/>
.TIE que documenta la renovación de la autorización de residencia temporal o la prórroga de la estancia o de la autorización para trabajadores transfronterizos.	<input type="radio"/>

Next, you will need to select which process you are seeking to apply for, the first grant of the TIE (option 1) or its renewal (option 2).

DECLARANTE
Localidad (*)
localidad
Fecha (*)
21/06/2023

Write the location where the TIE will be requested, as well as the date in which the document will be signed.

INGRESO
Importe euros
16.08 €
Forma de pago (*)
<input type="radio"/> En efectivo <input type="radio"/> E.C. Adeudo en cuenta
Código IBAN de la cuenta
Código IBAN de la cuenta

In the *Ingreso* section, indicate the payment method you prefer to use (cash or debit). The first box will contain the corresponding amount²⁶¹. Currently (June 2023), the amount of the fee is 16,08€, both for the first granting and for the renewal of the TIE.

If you select E.C. Adeudo en cuenta (debit), you must indicate the IBAN code of your account.²⁶¹

²⁶¹ You may consult the updated amounts of the [Extranjería fees at the police e-office](#).

Introduzca los caracteres del código, o la palabra que suena tras hacer click en el icono del altavoz (*) y después pulse "Descargar impreso relleno".

Q I G J

🔊

Descargar impreso relleno

Finally, enter in the field the characters of the image or the word in the audio played when you click on the speaker icon. Once you have done this, you may click on *Descargar impreso relleno* to download the file and print it.

3. EMPADRONAMIENTO REQUEST EXAMPLE (MADRID)

The *Hoja Padronal* document must be downloaded from the website and filled out in capital letters.²⁶²

MADRID

PADRÓN MUNICIPAL DE HABITANTES

Calle, plaza, avda., etc.		Nombre de la vía			
Número	Portal	Escalera	Planta	Puerta	Tel. fijo (l)
Nº Orden	Nombre	<input type="checkbox"/>	Fecha de nacimiento	País de nacimiento <small>Nacidos extranjero</small>	
1er Apellido		Hombre	Municipio y Provincia de nacimiento		
2º Apellido		Mujer	País de nacionalidad		

Please fill in the first spaces with your address. The landline telephone number is optional.

Write your name and surname, check the box that corresponds to your gender and complete with your birth data. Repeat this process if you wish to register more people (in Madrid, the maximum is 3 in total per sheet).

A cumplimentar por el Ayuntamiento			
Distrito	Sección	Usuario	Hoja de
Inscripción	Expediente		

As the top of the table on the left says, this section of the form may be ignored.

²⁶² You may download the request for the city of Madrid [here](#).

N° de personas inscritas en esta hoja <input type="text"/>	CAUSA DEL ALTA	FIRMA/S Vea información básica de protección de datos en el reverso de esta hoja
(2) Tipo de documento de identidad DNI <input type="radio"/> Pasaporte <input type="radio"/> NIE <input type="radio"/> T. Residencia <input type="radio"/> T. <input type="radio"/> P. <input type="radio"/> C. <input type="radio"/> N° <input type="text"/> Pas/Doc(3) <input type="text"/> Nivel de estudios terminados (4) <input type="text"/>	Omisión <input type="radio"/> Cambio domicilio <input type="radio"/> Nacimiento <input type="radio"/> Traslado residencia <input type="radio"/> Provincia/Consulado de procedencia <input type="text"/> Municipio/País de procedencia <input type="text"/>	Tel. móvil (1) <input type="text"/> e-mail (1) <input type="text"/> <div style="text-align: right;">FIRMA</div>

In the first column, indicate how many people are applying for registration with this form. Check the type of document with which you identify yourself and indicate its number.

If you do not yet have a passport or NIE, please refer to section 2 of the [registration documentation](#).

Note – The residence card can be of the following types: temporary (T); permanent or long-term (P); or community (C). Select one of these options as applicable.

Depending on the studies you have recognized by the Spanish administration, (see the section on [Academic Procedures](#) for more information on homologation and validation), you must fill in the box for level of studies completed with the following codes, as applicable:

11. Cannot read or write.
21. No education.
22. Incomplete primary education, five years of EGB or equivalent, school certificate or equivalent.
31. Elementary baccalaureate, school-leaving certificate, complete EGB, complete primary school, ESO, basic vocational training.
32. First-degree vocational training, intermediate vocational training, industrial officer.
41. Second level vocational training Higher level vocational training Industrial master's degree.
42. Higher baccalaureate BUP, baccalaureate LOGSE.
43. Other intermediate qualifications (clinic assistant, secretary, computer programmer, flight attendant, arts and crafts graduate, etc.).
44. University school graduates (Business Studies, EGB teachers, ATS and similar).
45. Architect or technical engineer.
46. University degree, architect or higher engineer, university degree.
47. Non-university higher education graduates.
48. Doctorate and postgraduate studies or specialization for graduates. University master's degree.

Below the reason for registration, write your province and municipality of origin—if you have previously been registered in another Spanish municipality—or your consulate and country of origin if this is the first time you are registering after your arrival in Spain.

The cell phone number and e-mail address are optional, but the form must be signed by all of those registered on the form who are of legal age.

<p>AUTORIZACIÓN DE EMPADRONAMIENTO. Don/Doña _____ con documento de identidad nº _____ y domicilio en _____ con documento acreditativo del uso o propiedad de la vivienda. AUTORIZA a la/s persona/s indicada/s en este documento a:</p> <p><input type="radio"/> Inscribirse en el mismo domicilio donde consta el/la autorizante EL/LA AUTORIZANTE</p> <p><input type="radio"/> Inscribirse en el domicilio donde no consta el/la autorizante</p> <p style="text-align: right; font-size: small;">Vea información básica de protección de datos en el reverso de esta hoja</p>	
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This section must be completed if other persons are already registered in the dwelling. This authorization must be signed by a registered adult who has title to the property. This will be the case in a rental; refer to [this section of Life in Spain](#) for more information.

<p>AUTORIZACIÓN PADRES/REPRESENTANTES LEGALES. Don/Doña _____ con documento de identidad nº _____ y domicilio en _____, AUTORIZA al/los menor/es o incapacitado/s inscrito/s en esta hoja, con nº de orden _____ en calidad de ⁽⁵⁾ _____ a fijar su residencia habitual en el domicilio arriba indicado. EL/LA AUTORIZANTE</p> <p style="text-align: right; font-size: small;">Vea información básica de protección de datos en el reverso de esta hoja</p>	
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This section is to be completed if the application includes the registration of unemancipated or incapacitated minors. The gap followed by *en calidad de* must be completed with "father", "mother" or "legal guardian" (in Spanish, *padre, madre o tutor legal*, respectively).

<p>DECLARACIÓN DE RESIDENCIA. Don/Doña _____ con documento de identidad nº _____ sin documento acreditativo del uso o propiedad de la vivienda y con el mismo domicilio que la/s persona/s indicada/s en esta solicitud, DECLARA que RESIDE/N en este domicilio. EL/LA DECLARANTE</p> <p style="text-align: right; font-size: small;">Vea información básica de protección de datos en el reverso de esta hoja</p>	
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You do not need to complete this section if you have documents proving the use of the property. Refer to the [Supplementary Documents section](#) in *Living in Spain* for more information.

DOCUMENTACIÓN PRESENTADA		
Documento identidad <input type="checkbox"/>	Certificado nacimiento <input type="checkbox"/>	Documento acreditativo uso de la vivienda ⁽⁶⁾ _____
Autorización <input type="checkbox"/>	Libro de familia <input type="checkbox"/>	Otra, especificar _____

Check the documents you are submitting with your application and write in those that do not appear with check boxes. Some examples of relevant documents are purchase contract or deed of sale (title and date). lease agreement (landlord and term). current contract or bill from utility company for water, electricity, gas, etc. Refer to [this section](#) of *Living in Spain* to see which documents are recommended for your particular situation.

Madrid, a día de mes de 20

SELLO

EL/LA FUNCIONARIO/A

Finally, write the date in which the application is to be submitted. When submitting the application, the officer will stamp and sign the document.

If you have any questions during the process, you can contact your City Hall or your citizens' assistance office using the telephone number that will appear on the application. If your question is not resolved, you can contact the Shelter and Asylum office in your province.

4. RESUME TEMPLATE²⁶³

It is advisable that the document be visually simple, as shown below:

<p>Pepe Pérez Madrid, Spain (+34) 123456789 pepe.perez@student.ie.edu URL LinkedIn / URL personal web (if applies)</p>		
<hr/> <p>Professional Summary</p> <p>(include professional summary of 3-4 lines)</p> <hr/>		
<hr/> <p>Education</p>		
<p>IE Business School <i>International MBA</i></p> <ul style="list-style-type: none"> • Awarded scholarship by the IE Foundation • Position: highest-scoring 10% of the promotion 		<p>Madrid, Spain Sept. 2017–Jul. 2018</p>
<p>Saint Louis University <i>Bachelor's Degree in Business Administration and Management</i></p> <ul style="list-style-type: none"> • Magna Cum Laude 		<p>Madrid, Spain Sept. 2009 – Jul. 2014</p>
<hr/> <p>Professional Experience</p>		
<p>(Company) <i>Consultant – Financial Risk Management</i></p> <ul style="list-style-type: none"> • Elaboration of a risk retention policy for a major French oil company and a major Spanish cement company within the framework of the implementation of ERM for this company. • Definition of a methodology and calculation at a general level, definition of guidelines to implement this policy. • Development of an Operational Risk Management System (SARO -ERM) for a financial entity dedicated to the energy sector and an insurance company. • Support to the statutory auditors in the review of the regulatory VeR prepared by banks and trust companies. • Elaboration of proposals related to the Financial Risk Management subject to clients in the financial industry and real sector. 		<p>Madrid, Spain Aug. 2015 – Jul. 2017</p>

²⁶³ This model has been facilitated by the IE *Talent and Careers* department.

<p>(Company) <i>Risk Analyst – Risk Management</i></p> <ul style="list-style-type: none"> • Preparation of the Insurance and Risk Manual for the Company, describing the roles and responsibilities of the different business units. • Development of a new risk retention policy in accordance with industry benchmarks and the organization's financial statements. • Analysis of the natural catastrophe risk at the company's facilities under the Enterprise Risk Management (ERM) framework. The analysis found that policy coverage was inadequate. 	<p>Madrid, Spain Aug. 2014 – Aug. 2015</p>
<hr/> <p>Languages</p> <p>Español (Mother tongue); English (Bilingual); French (Advanced, 6 years of professional use)</p> <hr/>	
<p>Additional Relevant Information</p> <ul style="list-style-type: none"> • Member, Beta Gamma Sigma, International Honor Society since 2008. • Colfuturo, a scholarship granted to European citizens pursuing studies abroad based on criteria of academic excellence. 	

Note that this model must be adapted according to the profile, preparation and interests of each job applicant.

5. 790-026 MODEL

Form 790 (code 026) is a document that certifies the payment of the fee for the application for Spanish nationality by residence. For more details on the fee payment process, please refer to the [Spanish nationality section of *Life in Spain*](#). Below is the explanation of how to fill out the document.

When you open the file, you will see that it contains the following 4 pages:



The first three pages are the same, except for the sentence on the bottom-left, which indicates that one copy is for the Administration, one for you and one for the bank.

If you prefer to fill out the form by hand, please write in capital letters.

€ € € € € € €	Solicitante / Sujeto pasivo (1)	Espacio reservado para la etiqueta identificativa del sujeto pasivo Si no dispone de etiquetas, consigne los datos que se solicitan en las líneas inferiores	Devengo	Ejercicio..... <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
				N° de Justificante 790 026 7734380	
	1. Pasaporte <input type="radio"/> NIE <input type="radio"/> DNI UE <input type="radio"/>		2. PRIMER APELLIDO DEL SOLICITANTE.	3. SEGUNDO APELLIDO.	4. NOMBRE.
	5. DOMICILIO: CALLE/PLAZA/AVENIDA.		6. NÚMERO	7. ESCALERA	8. PISO
			9. PUERTA	10. TELÉFONOS, FIJO Y/O MÓVIL.	
	11. DOMICILIO: MUNICIPIO.		12. DOMICILIO: PROVINCIA.		13. DOMICILIO: PAÍS.
14. CÓDIGO POSTAL		15. FECHA DE NACIMIENTO.			
16. CORREO ELECTRÓNICO					

In the first section, complete the personal data requested in boxes 1 to 16 (respectively: document of identification; first surname; second surname; name; street; street number; stairs (if applicable); floor; door; municipality; province; country; zip code; date of birth in DD/MM/YYYY format; and e-mail address). In the identification document section, you must check the box corresponding to the NIE and write its number.

€ € € €	Declarante (2)	Solamente si el presentador es distinto del solicitante, complete:	
	17. NIE o DNI:	18. NOMBRE Y APELLIDOS:	

You do not need to complete section 2 if you are submitting your own application. Otherwise, boxes 17 and 18 should identify the submitter of the form.

€ € €	SOLICITUD PARA LA QUE SE ABONA LA TASA (márquese con una X)
	19. NACIONALIDAD ESPAÑOLA POR RESIDENCIA. <input checked="" type="checkbox"/>
20. NACIONALIDAD ESPAÑOLA POR CARTA DE NATURALEZA PARA SEFARDIES DE ORIGEN ESPAÑOL. <input checked="" type="checkbox"/>	

In the third section, you will have to mark with an X the type of application for which you are making the payment.

€ € € €	FIRMA (4) a de Diciembre de 20.....
	Firma:	

Indicate the place and date of filing and sign (applicant or filer).

Type in the box "IMPORTE euros" the

value of the fee, which you can check

on the website of the Ministry of Justice, under *¿De qué necesito disponer / presentar?*.

Currently (June 2023) it is 104,05€.

When submitting your application, please remember to attach proof of payment of the fee, certified by the bank's stamp or mechanical validation.

6. LIST OF SPANISH PUBLIC UNIVERSITIES THAT HAVE LAW SCHOOLS

1. Universidad of Alcalá (UAH): Law School [website](#).
2. Universidad Autónoma de Madrid (UAM): Law School [website](#).
3. Universidad Carlos III de Madrid (UC3M): [website](#) of the Faculty of Social and Legal Sciences.
4. Universidad Complutense de Madrid (UCM): [website](#) of the Faculty of Law.
5. Universidad Rey Juan Carlos (URJC): [website](#) of the Faculty of Law and Political Sciences.
6. Universidad Autónoma de Barcelona (Universitat Autònoma de Barcelona, UAB): [website](#) of the Faculty of Law.
7. Universidade de A Coruña (Universidade da Coruña, UDC): Law School [website](#).
8. University of Alicante (UA): [website](#) of the Faculty of Law.
9. University of Almeria (UAL): [web page](#) of the Faculty of Law.
10. University of Barcelona (Universitat de Barcelona, UB): [website](#) of the Faculty of Law.
11. University of Burgos (UBU): [website](#) of the Faculty of Law.
12. University of Cadiz (UCA): [website](#) of the Faculty of Law.
13. University of Cantabria (UC): Law School [website](#).
14. Universidad de Castilla la Mancha (UCLM): [website](#) of the Faculty of Law.
15. University of Cordoba (UCO): [web page](#) of the Faculty of Law, Economics and Business Administration.
16. University of Extremadura (UNEX): Law School [website](#).
17. University of Girona (Universitat de Girona, UDG): Faculty of Law [website](#).
18. University of Granada (UGR): [website](#) of the Faculty of Law.
19. University of Huelva (UHU): [website](#) of the Faculty of Law.
20. University of Jaén (UJA): [web page](#) of the Faculty of Social and Legal Sciences.
21. University of Jaime I de Castellón (UJI): [website](#) of the Faculty of Law and Economics.
22. University of the Balearic Islands (Universidad de les Illes Balears, UIB): [website](#) of the Faculty of Law.
23. University of La Laguna (ULL): [website](#) of the Faculty of Law.
24. University of La Rioja: [web page](#) of the Faculty of Law and Social Sciences.
25. University of Las Palmas de Gran Canaria (ULPGC): [web page](#) of the Faculty of Legal Sciences.
26. University of León: [website](#) of the Faculty of Law.
27. University of Lleida (UDL): [website](#) of the Faculty of Law, Economics and Tourism.
28. University of Malaga (UMA): Law School [website](#).
29. Universidad Miguel Hernandez (UIMP): [website](#) of the Faculty of Law.
30. University of Murcia (UM): [website](#) of the Faculty of Law.
31. Universidad Nacional de Educación a Distancia (UNED): Law School [website](#).

32. University of Oviedo (UNIOVI): [website](#) of the Faculty of Law.
33. Universidad Pablo de Olavide (UPO): [website](#) of the Faculty of Law.
34. Pompeu Fabra University (UPF): [website](#) of the Faculty of Law.
35. Public University of Navarra: [web page](#) of the School of Legal Sciences.
36. Rovira i Virgili University (URV): [web page](#) of the Faculty of Legal Sciences.
37. University of Salamanca (USAL): [website](#) of the Faculty of Law.
38. University of Santiago de Compostela (USC): Law School [website](#).
39. University of Seville (US): Law School [website](#).
40. University of Valencia (UV): [website](#) of the Faculty of Law.
41. University of Valladolid (UVA): [website](#) of the Faculty of Law.
42. University of Vigo: Law School [website](#).
43. University of Zaragoza: [website](#) of the Faculty of Law.
44. Universidad de País Vasco (UPV): [website](#) of the Faculty of Law.

These are all the Spanish public universities with a Faculty of Law or Legal Sciences. In these universities you can apply for the validation of your Law studies and their continuation,²⁶⁴ the equivalence of your Doctor's degree,²⁶⁵ and you can take the Master of Access to the Legal Profession.²⁶⁶

²⁶⁴ For more information about the validation of your studies, please [click here](#).

²⁶⁵ For more information about how to declare a PhD equivalent refer to [this](#) section.

²⁶⁶ For more information about the Master of Access to the Legal Profession studies, please [click here](#).